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PRIVATE INDUSTRY COUNCIL

REFUGEE COMMITTEE

AGENDAS AND MINUTES

1998 - 2000

Documents have been very irregularly received from the Private Industry Council. Efforts to obtain the missing documents have been unsuccessful. This volume contains those that are available.

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: MEMBERS, REFUGEE COMMITTEE
REFUGEE SUBCONTRACTORS

DATE: JANUARY 9, 1998

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: REFUGEE COORDINATOR LETTERS.

Beginning this month, the PIC will **no** longer mail out the Refugee Coordinator Letters (RCLs). Instead, Karen Hart, the Refugee Coordinator at the PIC, will receive and review the RCLs and update the members of the Refugee Committee and refugee subcontractors on those items that may have relevance on how we must conduct business with the State's Refugee Programs Bureau (RPB) or the federal Office of Refugee Resettlement (ORR). Karen will distribute information and other materials through memos as needed. She will also provide updates at the monthly Refugee Services Committee meetings.

The reason for this is that in the past, Refugee Coordinator Letters that were sent to the Private Industry Council were photocopied in their entirety and distributed to all Refugee Committee members, refugee subcontractors, and designated PIC staff. They averaged about one a week over the course of the calendar year, ranging from one page to over 100 pages, and most of the time were directed to the PIC as the administrative entity. By making this change in the distribution of this material, we hope to minimize any confusion and reduce paper consumption.

If you have any questions, please contact Karen at (415) 431-8700 ext. 331.

cc: Patrick Duterte, DHS
Ernie Lynch, RPB
PIC Staff

1650 Mission Street, Suite 300, San Francisco, CA 94103-2490
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MEMORANDUM

To: REFUGEE SUBCONTRACTORS **Date:** JANUARY 14, 1998

From: KAREN HART, REFUGEE PROGRAM COORDINATOR

Subject: FUNDING OPPORTUNITIES

Attached is a January 8, 1998 memo that we received on January 12, 1998 from the State Refugee Programs Bureau advising us of the newest revision of the ORR's Standing Discretionary Grant Announcement published in the Federal Register on December 9, 1997. Availability of private foundation funding is also included in the memo. Please note that closing dates for submitting proposals are January 31 and February 1, 1998, respectively. If you would like a copy of the Federal Register notice, you can download it from the Internet at **http://www.gpo.ucop.edu/** (you will need to surf further by clicking on "Search Federal Register", then go to "Fed. Register 1997", and use key words "Discretionary" AND "Refugee" and add the exact date 12/09/97). You can get it without the page number, but just in case, the page number is 64856. You can also call me to get a copy of it (27 pages).

If your organization decides to submit a proposal for any of these available funds, please share a copy with the PIC. Thanks.

cc: Refugee Committee
Patrick Duterte, DHS
Ernie Lynch, RPB
PIC Staff

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RECEIVED JAN 1 2 1998

STATE OF CALIFORNIA—HEALTH AND WELFARE AGENCY PETE WILSON, Governor

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

January 8, 1998

TO: COUNTY REFUGEE COORDINATORS
VOLUNTARY RESETTLEMENT AGENCIES
REFUGEE MUTUAL ASSISTANCE ASSOCIATIONS
LOCAL REFUGEE FORUMS

SUBJECT: FUNDING OPPORTUNITIES FOR SERVICES TO REFUGEES

Enclosed with this letter is the newest revision of the federal Office of Refugee Resettlement's (ORR) Standing Discretionary Grant Announcement. This announcement was published in the Federal Register on Tuesday, December 9, 1997 and is also available on the Internet at the Federal Register website. Services may be provided under the following categories: Preferred Communities, Unanticipated Arrivals, Orientation, Orientation Technical Assistance, Mental Health Services, and Ethnic Community Organizations. Please note, the next closing date is January 31, 1998. If you have any questions regarding the Discretionary Grant Announcement, please contact the applicable ORR Program officers listed on page 64857 of the enclosed notice.

The ORR has also informed us of private foundation funds available from the Agape Foundation for organizations involved in welfare and immigration reform. For new organizations (under five years old), the final date for submitting proposals is February 1, 1998. For additional information, interested parties should contact:

The Agape Foundation
Ms. Karen Topokian, Executive Director
655 Sutter Street, Suite 510
San Francisco, CA 94102
Telephone: (415) 474-4604
Fax (415) 474-2311

Sincerely,

Robert A. Barton

Robert A. Barton, Chief
Refugee Programs Bureau

Enclosure

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of San Francisco, Inc.

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MEMORANDUM

To: REFUGEE COMMITTEE MEMBERS
REFUGEE SUBCONTRACTORS

Date: FEBRUARY 13, 1998

From: KAREN HART, REFUGEE PROGRAM COORDINATOR

Subject: ORR REGULATIONS PROCESS

Enclosed is an invitation from ORR for interested parties to participate in the consultation process on setting standards for refugee programs. Please share this information with others who are interested in refugee issues.

cc: PIC Staff

1650 Mission Street, Suite 300, San Francisco, CA 94103-2490
415/431-8700 Fax 415/431-8702 TDD 800/735-2929 (CRS)

RECEIVED FEB 1 1 1998

STATE OF CALIFORNIA–HEALTH AND WELFARE AGENCY
PETE WILSON, Governor

DEPARTMENT OF SOCIAL SERVICES
744 P Street Sacramento, CA 95814

February 9, 1998

TO: REFUGEE COORDINATORS
REFUGEE FORUMS
STATE ADVISORY COMMITTEE
VOLUNTARY RESETTLEMENT AGENCIES
REFUGEE MUTUAL ASSISTANCE ASSOCIATIONS

Dear Colleague:

Enclosed is an announcement from the federal Office of Refugee Resettlement (ORR) inviting you to participate in the ORR regulations consultation process on setting standards for the Refugee Cash Assistance, Refugee Medical Assistance and Refugee Employment Services Programs. The enclosed announcement contains a preliminary list of consultation sites and dates. In addition to on-site consultations, ORR plans to host a series of conference calls which have been tentatively scheduled for the week of April 13, 1998. Specific conference call dates and times will be announced. Also, in preparation for the consultations, ORR has developed a list of issues which will serve as the basis of the consultative process.

We encourage you to take advantage of this opportunity to provide input into the regulations which govern the Refugee Resettlement Program. Also, please feel free to share the enclosed announcement and invitation with other interested parties. If you have any questions regarding the upcoming consultations or the consultative process, please contact the one of the ORR Regulations Team Members listed in the enclosed announcement.

Sincerely

Robert A. Barton

Robert A. Barton, Chief
Refugee Programs Bureau

RECEIVED FEB 1 1 1998

DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

FEB - 6 1998

Dear Colleague:

This letter is an invitation to participate in the Office of Refugee Resettlement (ORR) regulations consultation process. We are reviewing ORR regulations in light of changes resulting from welfare reform.

Recent welfare and immigration reforms affect refugees and the refugee program in a number of ways. The former Aid to Families with Dependent Children (AFDC) program has been replaced with the Temporary Assistance for Needy Families (TANF) program. However, current ORR regulations require States to determine cash and medical assistance eligibility based on AFDC and Medicaid.

Your participation is important to us as we begin this process. We are interested in hearing from everyone associated with the provision of services for refugees -- State and local refugee and health coordinators, voluntary resettlement agencies, mutual assistance associations, local service providers, representatives from State and local TANF and Medicaid agencies, and organizations involved in the Welfare-to-Work program.

Consultations will be held at selected sites around the country. A preliminary list of sites and dates is enclosed. In addition, we will hold several conference calls in different regions of the country in the next few months. We invite you to participate in the on-site consultations or the telephone conferences.

Also enclosed is a list of some issues which will serve as the basis for the upcoming consultative process. We recommend that you become familiar with the ORR and TANF regulations before participating in the consultation. Enclosed are the web sites where the regulations are located.

After comments from all sources are reviewed, ORR may hold additional consultations on topics which merit further study. When this process is complete, ORR will publish a Notice of Proposed Rulemaking (NPRM) in the Federal Register, at which time you will again have the opportunity to express your views in writing during the public comment period prior to publication of the final regulation.

If you have any questions regarding the consultations, please contact any of the regulation team members on the enclosed list. A final schedule of on-site consultations will be sent to you in the near future.

Sincerely,

Lavinia Limon

Lavinia Limon
Director
Office of Refugee Resettlement

Enclosures

ORR REGULATION ISSUES

I. REFUGEE CASH ASSISTANCE (RCA):

Currently the ORR regulations pertaining to the RCA program link RCA payment levels, eligibility, etc. to the AFDC program which has been replaced by the TANF program.

Eligibility:

- Now that TANF has replaced AFDC, how should eligibility for the RCA program be determined?
  - Should the linkage to AFDC's financial eligibility standards be maintained?
  - Should RCA eligibility be based on TANF's financial eligibility standards?
  - Should RCA eligibility be based on some other eligibility standard?

Payment Standard:

- Now that TANF has replaced AFDC how should the RCA payment standard be determined?
  - Should the linkage to AFDC's payments standards be maintained?
  - Should RCA payment standards be based on the States' TANF payment standards?
  - Should RCA payment standards be based on some other standard?
  - Should the RCA payment standard include earned income disregards? (currently the RCA payment standard does not include earned income disregards)

Duration:

- Should the RCA eligibility period be for the same period of time as the RMA eligibility period (as is presently the case)? If not what alternative do you propose?

II. REFUGEE MEDICAL ASSISTANCE (RMA):

Eligibility:

- How should eligibility for the RMA program be determined?
  - Should RMA eligibility continue to be linked to the States' Medicaid financial eligibility standard?
  - Should RMA eligibility be based on some other financial eligibility standard? If so what should the eligibility be based on?

Duration:

- Should the RMA eligibility period be for the same period of time as the RCA eligibility period (as is presently the case)? If not what alternative do you propose?

III. SERVICES:

Currently, the ORR regulations require, as a condition for receipt of RCA, a non-exempt refugee to meet several work requirements which include registration for employment services, participation in employability service programs, and acceptance of appropriate offers of employment.

- Should the current criteria for exemption of the ORR work requirements be revisited? If so what should they be?
  - Should the ORR work exemptions be linked to the States' TANF work exemptions?
  - Should there be any work exemptions given the short duration of RCA?

ORR REGULATIONS CONSULTATION SCHEDULE
as of February 6, 1998

1.	San Pedro, California location to be announced	February 25 (Wednesday) 10 a.m.
2.	Seattle, Washington location to be announced	February 26 (Thursday) 10 a.m.
3.	Miami, Florida Sheraton Hotel 3900 NW 21st Street Miami, Florida 33142	March 6 (Friday) 10 a.m.
4.	Atlanta, Georgia *(tentative)* location to be announced	March 13th (Friday) 9 a.m.
5.	New York City, NY *(tentative)* location to be announced	March 20 (Friday) 9:30 a.m.
6.	Washington, DC HHH Building, Room 800 200 Independence Avenue, SW Washington, DC 20201	March 23 (Monday) 1 p.m.

Note: For building access, if you plan to attend this meeting, please fax your name and affiliation to ORR, FAX No. (202) 401-5487, Attn: Nancy Borders.

7.	Boston, Massachusetts location to be announced	March 27 (Friday) 1:30 p.m.
8.	Chicago, Illinois *(tentative)* location to be announced	Week of April 6
9.	Telephone Conference Calls By geographic area Times and dates to be announced	Week of April 13 *(tentative)*

All meetings are open. You do not need to notify ORR of your intent to attend, except for the Washington, D.C. meeting.

RESOURCES

ORR Regulations Team Members

Please contact one of the following team members if you have questions regarding the consultation process:

Marta Brenden
(202) 205-3589
mbrenden@acf.dhhs.gov

Nguyen Kimchi
(202) 401-4556
nkimchi@acf.dhhs.gov

Barbara Chesnik
(202) 401-4558
bchesnik@acf.dhhs.gov

Carl Rubenstein
(202) 205-5933
crubenstein@acf.dhhs.gov

Pamela Green-Smith
(202) 401-4531
pgreensmith@acf.dhhs.gov

David B. Smith
(301) 443-1774
dbsmith@osophs.dhhs.gov

ORR FAX Numbers: (202) 401-5487; (202) 401-0981

Other

1. ORR regulations (45 CFR 400) may be found at the following web site:

   http://www.acf.dhhs.gov/

   Note: Under "Who We Are", click "List of programs and Websites", then click "Refugee Assistance"

2. Proposed TANF regulations and other welfare reform information may be found at the following web site:

   http://www.acf.gov/

3. Medicaid information may be found at the following web site:

   http://www.hcfa.gov/

4. Information on welfare reform may also be found at the following web site:

   http://www.welfareinfo.org

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NOTICE of PUBLIC MEETING
of the
REFUGEE COMMITTEE

NOTE NEW LOCATION

DATE: Wednesday, April 22, 1998
TIME: 10:00 a.m. – Noon
LOCATION: S.F. Department of Human Services
170 Otis Street (at 13th Street)
Born Auditorium

Public testimony on agenda items as authorized by the Committee chairman throughout the meeting

Revised Agenda

1. Adoption of agenda *
2. Approval of minutes for the Committee's November 5, 1997 meeting (previously mailed) *
3. Review of subcontractor performance (materials enclosed) *
4. Planning issues for 1998 Refugee County Plan (materials enclosed) *
5. Update on Elderly Refugee Grant (materials enclosed) *
6. Public testimony on non-agenda items

* *Requires Committee action*

Issued April 15, 1998

If you require special accommodation due to a disability, please call Roberta Fazande at 431-8700 or TDD (800) 735-2929 (CRS) at least 72 hours in advance

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

To: REFUGEE COMMITTEE MEMBERS **Date:** APRIL15, 1998

From: STEVE ARCELONA, PRESIDENT

Subject: REVIEW OF REFUGEE SUBCONTRACTOR PERFORMANCE FOR THE FIRST SIX MONTHS OF FFY 1997

BACKGROUND

The federal Office of Refugee Resettlement (ORR) previously implemented an Annual Performance Plan for all counties operating refugee employment service programs funded with Targeted Assistance (TA) and Refugee Employment Social Services (RESS) funds. The Annual Performance Plan includes six performance measures: Entered Employment (full/part time); Cash Assistance Terminations due to Earnings; Cash Assistance Reductions due to Earnings; Average Hourly Wage at Placement; Employment Retention; and Entered Employment with Health Benefits. The ORR has stipulated that its goal is to see continuous improvement in each of these performance measures each year.

The State's Refugee Programs Bureau (RPB) requires that each county receiving these funds assures that its providers achieve at least 65% of their performance outcomes. Progress reports on each provider must be submitted every six months. If analysis indicates that any provider is achieving less than 65% of its goals for that time period, the county must describe in its report the action that will be taken to improve the level of performance.

It is important to review our subcontractors' performance within the context of systemic issues that have affected our overall county performance. These issues are also addressed in a separate memo to you concerning planning issues for next year (enclosed).

ISSUES

As in the past, the number of Refugee Cash Assistance (RCA) clients who are mandated to enroll in our refugee funded programs has continued to decrease in San Francisco county. As of March, Department of Human Services (DHS) staff reported that there were only 60 RCA cases. Refugees on RCA continue to be our priority group as far as enrollment is concerned, however, we have not had a lot of success enrolling

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others on aid (TANF, etc.) who are not mandated to enroll in our programs. The County has not met its enrollment goals in the past few years.

Over the past two years, the subcontractors and PIC staff have done extensive recruitment of those on TANF, GA, SSI, and Food Stamps. Unfortunately, we have had only limited success. It has been easier to find refugees interested in enrolling in our VT programs, rather than our ES programs.

Possible resolutions for these issues are included in the accompanying planning memo for the fiscal year beginning October 1, 1998.

INDIVIDUAL SUBCONTRACTOR PERFORMANCE

The first four attached Tables reflect the subcontractors' performance from October 1, 1997 through March 31, 1998. Summary data from last fiscal year, October 1, 1996 – September 30, 1997 is shown in Table 5 for comparative purposes.

The Tables are arranged by funding source; RESS, TA, TA 20% Discretionary; and grouped by activity (ES, VT). Table 4 shows a comparison of the ES and VT activities. Enrollments, placements, and wages are currently higher for the VT programs.

Although most of the programs have not had a sufficient number of clients to enroll, they have kept above the 65% threshold for both enrollments and employment entries. Some are exceeding their employment entry goals, although they have fewer clients enrolled than expected (REAP/ES; JVS-VT-CADD). The TBC 20% Discretionary program is surpassing both its enrollment and placement goals. Since we are only half way into the program year, data on the other performance standards is sparse.

Two of the programs are significantly behind in their goals: CRDC-ES and CES-ES. CRDC had major staff changes at the beginning of the program and continuing on through January. There was a period of time when the agency was not accepting enrollments into its ES program. In the beginning of February, the agency's new Executive Director submitted a corrective action plan which reorganized the program. At the end of March, it was at 50% of its enrollment goal and 40% of its employment entry goal. It is too early to tell if the program will rebound sufficiently to meet its goals, relative to the other ES programs, by the end of the program year.

The CES-ES program targets young refugees, 18 – 25 years old. This age restriction, limits the referrals it can get from the CIP. In addition, the CIP hasn't referred all of the eligible 18 – 25 year olds to CES. CES staff has placed 56% (5/9) of those it has enrolled though.

Two other small VT programs, JVS' Certified Nursing Assistant and REAP's Childcare program, are also behind in enrollments in March, but have had some enrollments in April.

The two acculturation and social adjustment services programs are doing fine.

RECOMMENDATIONS

To help immediately alleviate the enrollment situation, staff recommends that the current County Plan be revised to include services to refugees who are not on aid. Staff recommends that the county plan adopt the ORR priorities in provision of services:

1. All newly arriving refugees during their first year in the U.S., who apply for services;
2. Refugees who are receiving cash assistance;
3. Unemployed refugees who are not receiving cash assistance; and
4. Employed refugees in need of services to retain employment or to attain economic independence.

Staff would like to wait until later in the program year to make individual agency recommendations regarding future funding.

If you have any questions about any of this, please contact Karen Hart, PIC's Refugee Program Coordinator.

Attachment

cc: Judi Queirolo, CDSS
Refugee Subcontractors
PIC Staff

TABLE 1
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
REFUGEE EMPLOYMENT SOCIAL SERVICES PROGRAM 97 (RESS)
SUBCONTRACTOR PERFORMANCE SUMMARY
FOR THE PERIOD: OCTOBER 1, 1997 TO MARCH 31, 1998

COMP ACRONYM	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
111F951P6 CRDC-ES/ELT	14	28	50%	4	10	40%	2	*35	6%	2	1	200%	0	2	0%	3	7	43%	$6.96
114F951P6 CES-ES/VESL	9	24	38%	5	10	50%	2	*13	15%	2	4	50%	0	7	0%	4	3	133%	$6.66
160F951P6 TBC-ES/VESL	9	5	180%	3	1	300%	0	*3	0%	1	1	100%	0	1	0%	3	0	∞	$7.58
TOTAL ES	32	57	56%	12	21	57%	4	*51	8%	5	6	83%	0	10	0%	10	10	100%	$6.99
111F951H6 CRDC-VT/VESL	25	26	96%	1	2	50%	0	*17	0%	0	0	NA	0	0	NA	1	0	∞	$11.00
168F951H6 JVS-VT/VESL	1	3	33%	0	1	0%	0	*2	0%	0	0	NA	0	0	NA	0	1	0%	NA
TOTAL VT	26	29	90%	1	3	33%	0	*19	0%	0	0	NA	0	0	NA	1	1	100%	$11.00
245F951S6 IISF-A/SAS	134	150	89%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
263F951S6 RT-A-SAS	46	48	96%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
TOTAL A/SAS	180	198	91%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

* 12 MONTH PLAN

TABLE 2
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
REFUGEE TARGETED ASSISTANCE PROGRAM 97 (TA)
SUBCONTRACTOR PERFORMANCE SUMMARY
FOR THE PERIOD: OCTOBER 1, 1997 TO MARCH 31, 1998

COMP ACRONYM	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
147F952H6 REAP-VT/VESL	0	5	0%	0	0	NA	0	*5	0%	0	0	NA	0	0	NA	0	0	NA	NA
168F952H6 JVS-VT/VESL	24	26	92%	3	1	300%	1	*11	9%	0	0	NA	1	0	∞	2	1	200%	$17.33
TOTAL VT	**24**	**31**	**77%**	**3**	**1**	**300%**	**1**	**16**	**6%**	**0**	**0**	**NA**	**1**	**0**	**∞**	**2**	**1**	**200%**	**$17.33**
147F952P6 REAP-ES/ELT	54	80	68%	38	36	106%	11	*70	16%	19	26	73%	4	3	133%	30	33	91%	$6.23
168F952P6 JVS-ES/ELT	85	99	86%	40	49	82%	11	*30	37%	18	5	360%	8	29	28%	26	20	130%	$8.35
TOTAL ES	**139**	**179**	**78%**	**78**	**85**	**92%**	**22**	***100**	**22%**	**37**	**31**	**119%**	**12**	**32**	**38%**	**56**	**53**	**106%**	**$7.32**

*** 12 MONTH PLAN**

TABLE 3
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
REFUGEE TARGETED ASSISTANCE PROGRAM 97 (TA 20% DISC)
SUBCONTRACTOR PERFORMANCE SUMMARY
FOR THE PERIOD: OCTOBER 1, 1997 TO MARCH 31, 1998

COMP ACRONYM	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
160F953P6 TBC-ES/ELT	20	10	200%	4	3	133%	1	*10	10%	0	1	0%	0	1	0%	0	0	NA	$7.31

* 12 MONTH PLAN

TABLE 4
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
ES VS. VT PROGRAM
SUMMARY
FOR THE PERIOD: OCTOBER 1, 1997 TO MARCH 31, 1998

ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFITS			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
FUNDING SOURCE	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
ES																			
TA	139	179	78%	78	85	92%	22	100	22%	37	31	119%	12	32	38%	56	53	106%	$7.32
RESS	32	57	56%	12	21	57%	4	51	8%	5	6	83%	0	10	0%	10	10	100%	$6.99
TOTAL	**171**	**236**	**72%**	**90**	**106**	**85%**	**26**	**151**	**17%**	**42**	**37**	**114%**	**12**	**42**	**29%**	**66**	**63**	**105%**	**$7.14**
VT																			
TA	24	31	77%	3	1	300%	1	16	6%	0	0	NA	1	0	∞	2	1	200%	$17.33
RESS	26	29	90%	1	3	33%	0	19	0%	0	0	NA	0	0	NA	1	1	100%	$11.OO
TOTAL	**50**	**60**	**83%**	**4**	**4**	**100%**	**1**	**35**	**3%**	**0**	**0**	**NA**	**1**	**0**	∞	**3**	**2**	**150%**	**$14.17**

Planned figures for EMP. ENTRY WITH HEALTH BENEFITS are for a 12 month period.

TABLE 5

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

FFY 1996 REUFGEE PROGRAM

SUBCONTRACTOR PERFORMANCE SUMMARY FOR THE PERIOD OCTOBER 1, 1996 TO DECEMBER 31, 1997

AGENCY/ ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
CRDC/ES	20	36	56%	5	29	17%	2	23	9%	5	19	26%	0	9	0%	5	20	25%	$8.50
CES/ES	11	25	44%	4	23	17%	1	0	∞	4	14	29%	1	18	6%	4	5	80%	$9.00
TBC/ES	19	35	54%	5	28	18%	2	0	∞	4	26	15%	0	8	0%	5	20	25%	$6.32
JVS/ES	177	234	76%	99	152	65%	32	43	74%	61	122	50%	19	61	31%	82	91	90%	$7.52
CC-REAP/ES	70	118	59%	25	89	28%	3	53	6%	19	89	21%	4	62	6%	21	27	78%	$5.94
MAAC/ES	48	99	48%	9	79	11%	0	10	0%	8	79	10%	1	45	2%	7	54	13%	$6.07
TOTAL ES	**345**	**547**	**63%**	**147**	**400**	**26%**	**40**	**129**	**31%**	**101**	**349**	**25%**	**25**	**203**	**12%**	**124**	**217**	**57%**	**$7.20**
CRDC-VT	12	16	75%	5	14	**36%**	3	13	23%	5	8	63%	3	4	75%	1	10	10%	$6.44
JVS-VT	5	5	100%	3	4	**75%**	0	2	0%	3	4	75%	0	2	0%	1	2	50%	$7.17
TOTAL VT	**17**	**21**	**81%**	**8**	**18**	**44%**	**3**	**15**	**20%**	**8**	**12**	**67%**	**3**	**6**	**50%**	**2**	**12**	**17%**	**$6.71**

TABLE 5
CONTINUED

AGENCY/ ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
TBC/ES-DISCR	8	65	12%	1	52	2%	0	12	0%	0	42	0%	0	8	0%	0	20	0%	$5.50
II/A/SAS	333	648	51%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
MAAC-A/SAS	44	450	10%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
TOTAL A/SAS	**377**	**1098**	**34%**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

To: REFUGEE COMMITTEE MEMBERS **Date:** APRIL 15, 1998

From: STEVE ARCELONA, PRESIDENT

Subject: PLANNING FOR FFY 1998 REFUGEE COUNTY PLAN

The federal Office of Refugee Resettlement (ORR) recently published proposed FFY 1998 Refugee Employment Social Services (RESS) allocations to the States and proposed Targeted Assistance (TA) allocations to States/Counties.

Staff analyzed the data, and the following chart represents an estimate of funding for San Francisco for the year beginning October 1, 1998. Please be advised that last year, we did not get final allocation figures until December.

	1997 Preliminary	1997 Final	1998 Preliminary	1998 Final
TA	$684,891	$830,441	$849,705	?
RESS	$434,265	$424,602	$364,459	?
TOTAL	$1,119,156	$1,255,043	$1,214,164	?

The RESS amount in the Federal Register is one lump sum to the State. To estimate what our share may be, staff used the formula used by the State last year, and applied it to this year's numbers:

Adults on aid < 60 mos.	Adults on aid < 60 mos Percentage	State Allocation	Co. Admin. 15% max.	Remainder for services
825*	4.22%**	$10,413,111	$54,669	$309,790

* Most recent available data from March Department of Health Services MEDS File Report.

**Last year's percentage was 4.20% before the State took its admin, and 3.5% after, so conservatively, we've used 3.5%.

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In light of welfare reform and our recent enrollment problems, staff suggests we consider changes to our program design/County Plan. Some of these considerations are:

1. Broaden our refugee base as much as possible by having subsequent county plans include employment services to all refugees in the country five years or less (including those who are not on aid, which is agreeable with ORR and the State). This will allow subcontractors to recruit other refugees who have been in the country less than 60 months if we don't get needed referrals from DHS of those on aid. Also, we could enroll unemployed refugees before they go on aid, and help them get jobs so they do not need to receive cash assistance later.

2. Broaden our county plan to include employment/training activities not now included, such as On- the-Job Training (OJT), Individual Referrals (IR), and internships. A new Request for Proposals (RFP) will probably need to be issued to solicit these types of programs. Our programs should include the basic activities and requirements of CalWORKs, since those on aid are our priority, but they also need to be tailored especially for refugees. Currently, a CalWORKs requirement is that clients are enrolled in an employment activity at least 20 hours per week. That requirement will change to 26 hours per week in July. Some of our current ES programs average only 15 hours per week of structured, in house activities (not actual job search).

3. Should the role of the CIP (Central Intake Point) change? As it stands now RCA clients are mandated to enroll in our refugee-funded programs and have to go through a CIP to get assessed and referred. DHS sends them to the CIP. However, TANF clients will be appraised by DHS, and may be assessed if it's deemed appropriate; then referred by DHS to a training program. If it's a refugee-funded program, they will then have to go to our CIP for assessment and "referral" back to the same training agency.

   Also, as it stands now, our CIP is charged with the responsibility of making "equitable referrals", meaning that each funded employment program should get their requisite number of referrals to meet their contract goals.

   Currently there are approximately only 60 refugees on RCA, so if the CIP is to be charged with the responsibility of making "equitable referrals", but only has a handful of clients under its control, the "equitable system" is not going to work. Should we endeavor to integrate the CIP into the CalWORKs system for TANF clients?

Next Steps
Depending on what the Committee decides, it may be necessary that we issue a new RFP. If that is the case, we would like to schedule another Committee meeting at the end of May to review and approve the RFP.

If you have any questions about any of the information or issues in this memo, please contact Karen Hart of my staff.

cc: Judi Queirolo, CDSS
Refugee Subcontractors
PIC Staff

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

To: REFUGEE COMMITTEE MEMBERS **Date:** APRIL 15, 1998

From: STEVE ARCELONA, PRESIDENT

Subject: SENIOR REFUGEE PROJECT UPDATE

The project was basically up and running as of January 1st of this year. Prior to that, and continuing into this quarter, the staffs of the Private Industry Council, the Commission on the Aging, the San Francisco Department of Human Services, the project's lead agencies: Jewish Family and Children's Services, International Institute, Self Help for the Elderly, La Raza Centro Legal, Richmond Area Multi-Services Center, and Nihonmachi Legal Outreach met several times to revise the goals and budget, and establish a reporting system and forms. A resolution authorizing the PIC to accept and expend the Elderly Grant funds was adopted by the San Francisco Board of Supervisors in March.

Because of the late notification of the grant, the reduced funding level, and the subsequent legislative change which restored SSI to refugees, we have had to make goal and budget shifts, but all originally proposed activities will be provided, although perhaps in differing quantities than first anticipated.

The above lead agencies and their partners comprise the San Francisco Naturalization Project, which in turn, is one of the twelve projects that make up the Northern California Naturalization Project. Four of the lead agencies, Jewish Family and Children's Services, International Institute, Self Help for the Elderly, and La Raza Centro Legal provide comprehensive social services and naturalization activities for the elderly refugees. Richmond Area Multi-Services Center is specializing in providing mental health information and services, and Nihonmachi Legal Outreach and its partnering agencies are providing needed legal information, citizenship, and social services.

During these last three months, at the same time we have been negotiating contracts, the lead agencies have hired some, and are in the process of hiring more staff for the project. They have hired outreach workers who have begun outreach in senior housing facilities, senior centers, hospitals, and other senior agencies. Newspapers, magazines, radio, and T.V. have all been utilized to reach our target population.

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A tri-lingual brochure in Vietnamese, Chinese, and English is being created. Agencies have designated individual staff to participate in community events, develop an ongoing media campaign, and coordinate joint home visits at senior housing sites.

In the past two months, project representatives have appeared in a Spanish radio program three times and a television program once to advertise the project. They have also created a brochure and are in the process of developing a poster to distribute throughout the community in order to reach Cuban elderly refugees.

Information and referral (I&R) specialists have been hired, or in some cases, the time of existing I&R specialists has been increased to enhance accessibility to the elderly refugee population. A checklist of services available in the community to Russian speaking seniors was developed.

Existing case managers/geriatric case workers have identified elderly refugees in their caseloads and have begun to inform them of their rights and opportunities related to naturalization, and provide them with basic assessments of their situations and assistance with planning and getting their needs met. More case managers/geriatric case workers will be hired soon. A case management intake assessment and service referral checklist was developed, and initial intake assessment for case management services has begun.

Some ESL instructors have been hired; others will be hired in the near future. Volunteers also are being recruited. Some citizenship classes have begun. Other small group citizenship and English classes are being developed and set up using volunteer teachers and newly recruited teaching professionals.

Recruitment and training of volunteers to serve as case aides and "friendly visitors" has begun, and citizenship tutors have begun to meet with clients requiring individualized assistance.

Elderly Russian speaking refugees were referred to a 2-hour orientation on health care services available to them through a local hospital. Coordinators were hired to oversee mental health services. Clinicians were identified to provide comprehensive mental health services and a psychiatrist was hired to provide medication coverage.

A Booklet on Depression for consumers was translated into Vietnamese; a Mental Health and Health Assessment questionnaire and a Client Satisfaction Survey were translated into Russian.

PIC staff submitted a continuation application on behalf of the project for the next fiscal year. At this time, we are not planning any significant changes to the project in the second year.

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NOTICE of PUBLIC MEETING
of the
REFUGEE COMMITTEE

DATE:	Wednesday, April 22, 1998
TIME:	10:00 a.m. – Noon
LOCATION:	City College of San Francisco 33 Gough Street Auditorium

Public testimony on agenda items as authorized by the Committee chairman throughout the meeting

Agenda

1. Adoption of agenda *
2. Approval of minutes for the Committee's November 5, 1997 meeting (enclosed) *
3. Review of subcontractor performance (to be mailed) *
4. Planning issues for 1998 Refugee County Plan (to be mailed)
5. Update on Elderly Refugee Grant
6. Public testimony on non-agenda items

* *Requires Committee action*

Issued April 3, 1998

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PRIVATE INDUSTRY COUNCIL
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MEMORANDUM

TO: ALL COUNCIL MEMBERS
HONORABLE MAYOR WILLIE L. BROWN, JR.

DATE: MAY 1,1998

FROM: JACK FITZPATRICK, REFUGEE COMMITTEE CHAIRMAN

SUBJECT: REVIEW OF REFUGEE SERVICE PROVIDERS, RECOMMENDED COUNTY PLAN CHANGE, AND SECOND YEAR FUNDING FOR ELDERLY REFUGEE GRANT

On April 22, 1998, the Refugee Committee considered PIC staff's review of subcontractors' performance for the first six months of FFY 1997 and recommendations of a change to the current Refugee County Plan for Targeted Assistance (TA) and Refugee Employment Social Services (RESS) funds. The Committee also considered the staff's request to submit an application for the continuation of the Elderly Refugee Grant for a second year.

PROGRAM PERFORMANCE

Background
The federal Office of Refugee Resettlement (ORR) previously implemented an Annual Performance Plan for all counties operating refugee employment service programs funded with Targeted Assistance (TA) and Refugee Employment Social Services (RESS) funds. These are federal Health and Human Services funds which go to the State, and in turn are allocated to the twelve impacted counties in California.

The Annual Performance Plan includes six performance measures: Entered Employment (full/part time); Cash Assistance Terminations due to Earnings; Cash Assistance Reductions due to Earnings; Average Hourly Wage at Placement; Employment Retention; and Entered Employment with Health Benefits. The ORR has stipulated that its goal is to see continuous improvement in each of these performance measures each year.

The State's Refugee Programs Bureau (RPB) requires that each county receiving these funds assures that its providers achieve at least 65% of their performance outcomes. Progress reports on each provider must be submitted every six months. If analysis indicates that any provider is achieving less than 65% of its goals for that time period, the county must describe in its report the action that will be taken to improve the level of performance.

Subcontractors' performances were reviewed within the context of systemic issues that have affected our overall county performance.

Issues
As in the past, the number of Refugee Cash Assistance (RCA) clients (single adults or childless married couples) who are mandated to enroll in our refugee funded programs has continued to decrease in San Francisco County. As of March, Department of Human Services (DHS) staff reported that there were only 60 RCA cases. Refugees on RCA continue to be our priority group as far as enrollment is concerned, however, we have not had a lot of success enrolling others on aid [Temporary Aid to Needy Families (TANF) recipients, etc.] who are not mandated to enroll in our programs. The County has not met its enrollment goals in the past few years.

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Over the past two years, the subcontractors and PIC staff have done extensive recruitment of those receiving TANF, General Assistance (GA), State Supplemental Income (SSI), and Food Stamps. Unfortunately, we have had only limited success. With the implementation of the California Work Opportunity and Responsibility to Kids (CalWORKs) program in San Francisco, we expect the referrals to increase.

Individual Subcontractor Performance

The PIC funds eight agencies with RESS and TA formula monies. Five of these agencies, Career Resources Development Center (CRDC), Community Educational Services, Jewish Vocational Service (JVS), Catholic Charities/Refugee Employment Assistance Program (CC/REAP), and Third Baptist Church/African Immigrant and Refugee Resource Center (TBC/AIRRC) operate employment programs. International Institute of San Francisco and Refugee Transitions have programs that provide acculturation and social adjustment services to refugees through RESS funds. The International Rescue Committee serves as our Central Intake Point (CIP) for our refugee services.

CRDC, JVS, and CC/REAP are responsible for both Employment Services (ES) and Vocational Training (VT) programs. JVS actually has three VT programs: Certified Nursing Assistant (CNA), Office Technology and Communication, and Computer Aided Drafting Design (CADD). CRDC runs a clerical and medical/clerical training program designed to prepare refugees for medical office work. CC/REAP has a small childcare training program designed for five refugees who are 55 years of age or older. All of the VT programs include concurrent Vocational English as a Second Language (VESL) training.

Our ES programs are structurally alike. All provide concurrent English Language Training along with job search workshops, counseling, and job readiness training. CRDC has also incorporated internships into its ES program.

Although most of the programs have not had a sufficient number of clients to enroll, most have kept above the 65% threshold for both enrollments and employment entries. Some are exceeding their employment entry goals, although they have fewer clients enrolled than anticipated. Since we are only half way into the program year, data on the other performance standards is sparse.

Two of the ES programs are below the 65% threshold: Career Resources Development Center (CRDC) and Community Educational Services (CES). CRDC had major staff changes at the beginning of the program and continuing on through January. There was a period of time when the agency was not accepting enrollments into its program. In the beginning of February, the agency's new Executive Director submitted a corrective action plan which reorganized the program. At the end of March, it was at 50% of its enrollment goal and 40% of its employment entry goal. It is too early to tell if the program will rebound sufficiently to meet its goals, relative to the other programs, by the end of the program year.

The CES program targets young refugees, 18 – 25 years old. This age restriction, limits the referrals it can get from the Central Intake Point.

RECOMMENDATION

To help immediately alleviate the enrollment situation, the Refugee Committee approved a staff recommendation to revise the current Refugee County Plan to include services to refugees who are not on aid. The Refugee Committee recommends that the county plan adopt the ORR priorities in provision of services:

1. All newly arriving refugees during their first year in the U.S., who apply for services;
2. Refugees who are receiving cash assistance;
3. Unemployed refugees who are not receiving cash assistance; and
4. Employed refugees in need of services to retain employment or to attain economic independence.

ELDERLY REFUGEE GRANT

In July of 1997, in response to a solicitation by ORR, the PIC, in collaboration with the San Francisco Naturalization Project, submitted a proposal for funding of a senior social services and citizenship project. The project serves refugees, 63 years of age or older, who are receiving SSI, and are not yet naturalized. PIC staff has been invited to submit a continuation application for the project for the next fiscal year beginning October 1, 1998. The Committee recommends approving this submission.

cc: Refugee Committee
Refugee Proponents
Roger Caron, RPB
Patrick Duterte, DHS
PIC Staff

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NOTICE of PUBLIC MEETING
of the
REFUGEE COMMITTEE

DATE:	Friday, May 29, 1998
TIME:	9:00 a.m. – 11:00 a.m.
LOCATION:	City College of San Francisco 33 Gough Street Auditorium

Public testimony on agenda items as authorized by the Committee chairman throughout the meeting

Revised Agenda

1. Adoption of agenda *
2. Approval of minutes for the Committee's April 22, 1998 meeting *
3. CalWORKs Refugee Referral Process (materials enclosed)
4. Revisions to the County Plan for FFY 1998 (materials enclosed) *
5. Review of Draft Request for Proposals (materials enclosed) *
6. Public testimony on non-agenda items

* *Requires Committee action*

Issued May 21, 1998

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MEMORANDUM

To: REFUGEE COMMITTEE MEMBERS **Date:** MAY 21, 1998

From: STEVE ARCELONA, PRESIDENT

Subject: REFUGEE COUNTY PLAN AND REQUEST FOR PROPOSALS (RFP) FOR FFY 1998

At the April 22, 1998 meeting, the Refugee Committee members were in agreement to expand the technologies available to refugees and expand the provision of services to refugees who are not on aid. Therefore, staff is recommending the following changes to the Refugee County Plan:

- Add On The Job Training and Individual Referral Training to the Service Components.

- Add "work experience", defined by the Office of Refugee Resettlement (ORR) as unpaid "employment" to the County Plan description of Employment Services (ES) and Vocational Training (VT). This will allow service providers to enhance their programs with this activity if they so wish.

- Continue to reflect in the County Plan ORR priorities in the provision of services:
  1. All newly arriving refugees during their first year in the U.S., who apply for services;
  2. Refugees who are receiving cash assistance;
  3. Unemployed refugees who are not receiving cash assistance; and
  4. Employed refugees in need of services to retain employment or to attain economic independence.

If these changes to the County Plan are adopted, they will need to be reflected in the RFP also.

Temporary Assistance for Needy Families (TANF) recipients will be required to meet participation requirements of CalWORKs, and staff also recommends that this be reflected in the RFP. For TANF adults in one-parent assistance units, the minimum level of participation in welfare to work activities will be 26 hours per week as of July 1, 1998, and will increase to 32 hours per week in July, 1999. For adults in two-parent assistance units, there is a 35 hour per week requirement that the parents may share

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as long as one of them meets the above one-parent standard. Actual job search can be included in the calculated number of hours if it is documented. Staff recommends that the RFP include this information so proponents can take this into consideration when designing their proposed programs.

For your information, a tentative schedule for the new RFP process is shown below *(in italics)* along with the proposed schedule from last year for comparative purposes.

1997	***1998***	
July 16	*June 25*	RFP issued by the PIC.
August 8	*July 23*	Proposals due at the PIC.
August 21	*August 6*	Staff recommendations mailed out.
August 28	*August 17*	Refugee Committee reviews recommendations; hears public testimony.
Sept. 9	*TBA*	Mayor and PIC approve Refugee Committee Recommendations.
	Sept. 1	Committee of Board of Supervisors approves Refugee Committee recommendations.
Sept. 9	*Sept. 14*	Board of Supervisors approves recommendations.
October 1	*October 1*	Programs begin.

The latest proposed funding figures received from the State on May 14, 1998 are:

$849,705	Targeted Assistance
$359,273	Refugee Employment Social Services
$1,208,978	Total

If you have any questions about this memo, please contact Karen Hart.

cc: Roger Caron, CDSS
Will Lightbourne, DHS
Refugee Subcontractors
PIC Staff

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PRIVATE INDUSTRY COUNCIL
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MEMORANDUM

To: REFUGEE COMMITTEE MEMBERS **Date:** MAY 21, 1998

From: STEVE ARCELONA, PRESIDENT

Subject: CalWORKs REFUGEE REFERRAL PROCESS

Background
As discussed at the last Refugee Committee meeting, Temporary Assistance to Needy Families (TANF) clients previously have not been referred by Department of Human Services (DHS) staff to our refugee funded programs. Our service providers have recruited these clients on their own.

Now that CalWORKs is operational, it is necessary to revisit the referral process, especially as it relates to refugee TANF recipients.

On May 13, 1998, staff from the Private Industry Council (PIC), DHS, and our current refugee Central Intake Point (CIP) agency, the International Rescue Committee (IRC) met to discuss the CalWORKs refugee referral process.

Meeting Agreements
Staff agreed in theory to have TANF refugees (in the country less than 60 months) go through the CIP to enroll in our refugee funded programs. Some stipulations/factors apply:

- Client choice will be a large factor as to which program they enroll in (if any); however, the CIP will also try, within that constraint, to make equitable referrals to the programs.
- CIP staff may be outstationed at times with DHS Employment Specialists.
- We have approximately 170 employment services slots available through September 30, 1998 for clients other than those on Refugee Cash Assistance (RCA).

Next Steps
DHS staff will obtain a demographics report of TANF refugees who have been in the country less than 60 months. They will also determine where the cases are housed so plans can be made to outstation CIP staff there at times.

Another meeting has been scheduled for May 26, 1998.

If you have any questions about this memo, please contact Karen Hart.

cc: Roger Caron, CDSS
Will Lightbourne, DHS
Refugee Subcontractors
PIC Staff

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Refugee Committee

PRIVATE INDUSTRY COUNCIL
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DRAFT MINUTES OF THE
REFUGEE COMMITTEE MEETING
MAY 29, 1998

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Present:
Don Climent, Margi Dunlap, Mary Edington, Patricia Erwin, Carmela Gold.

Absent:
Hyacinth Ahuruonye, Lisa Chanoff, Linda Davis, Jack Fitzpatrick, Dolores Heaven, Ann Lazarus, Louella Lee, Robert Rubin.

The meeting was convened at 9:25 a.m. by Mary Edington, acting chair.

A quorum was not established for the meeting.

Karen Hart updated the Committee on the meetings that were held with representatives from the Department of Human Services (DHS), International Rescue Committee (IRC), and the Private Industry Council (PIC) on the referral process for refugees in the CalWORKs program to the refugee service providers. DHS staff identified a caseload of 513 refugee families who are receiving Temporary Assistance to Needy Families (TANF) and who have been in the country for less than 60 months.

Karen outlined the proposed revisions to the draft Refugee County Plan.

There was a request to find out if paid work experience could be incorporated into the County Plan. Karen said she would check to see if this is permissible.

Don Climent asked that the Committee consider encouraging the proponents to serve refugees 55 and older because they represent 30% of the eligible population to be served. Abby Snay noted that the older refugees would probably transition from Refugee Cash Assistance (RCA) to General Assistance (GA) and that a similar effort is needed to coordinate referrals and services to this particular age group.

It was the consensus of the Committee members to give priority to proposals specifically designed for refugees 50 years and older.

It was the consensus of the Committee to accept the PIC staff recommendations for the draft Refugee County Plan.

It was also the consensus of the Committee to proceed with the Request For Proposals (RFP) based on the draft Refugee County Plan.

The meeting was adjourned at 10:05 a.m.

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NOTICE of a PUBLIC MEETING
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REFUGEE COMMITTEE

DATE:	Tuesday, August 18, 1998
TIME:	2:30 p.m. - 4:30 p.m.
LOCATION:	City College of San Francisco 33 Gough Street Auditorium

Public testimony on agenda items as authorized by the Committee chairman throughout the meeting

AGENDA

1. Adoption of agenda *
2. Approval of minutes for the Committee's May 29, 1998 meeting (enclosed) *
3. Staff recommendations for funding of 1998-9 Refugee programs (enclosed) *
4. Public testimony on non-agenda items

Issued August 11, 1998



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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

1650 Mission Street, Suite 300, San Francisco, CA. 94103-2490
415/431-8700 Fax 415/431-7590 TDD 800/735-2929 (CRS)

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE:** AUGUST 11, 1998

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: PIC TASK FORCE RECOMMENDATIONS FOR FEDERAL FISCAL YEAR (FFY) 1998 REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) AND TARGETED ASSISTANCE (TA) FORMULA ALLOCATIONS

Eleven proposals from eight organizations were received by the July 23 deadline in response to the Request For Proposal (RFP) issued June 25, 1998. Each proposal was read and scored by three members of the review Task Force. Enclosed are the individual recommendations (blue) along with the Program Summary (RFG 121); Participant Characteristics and Enrollment Summaries (RFG 122); and Initial Determination of Responsibility (RFG 125) of the proposals. The Central Intake Point (CIP) proponent (#01) is not required to submit an RFG 122.

Attached are three tables (blue). Table 1 displays each of the proposals sorted by activity to facilitate comparisons between proposals.

The right-hand portion of Table 1 also includes the PIC Task Force recommendations, including the recommended dollar amount. The service levels for those proponents recommended for funding have been adjusted based on the dollar amount being recommended. The recommended placements are based on the proposed placement rate submitted by each proponent. The proposals have been grouped by similar activities. Please note that 100 points is the maximum score which could be earned by an agency proposing employment services (ES/VT/IR) while 80 points is the maximum for those agencies proposing to provide Acculturation/Social Adjustment Services (A/SAS).

Table 2 displays the point scores for each of the proposals sorted by activity.

Table 3 displays the performance data both for the previous year's performance from October 1, 1996 through December 31, 1997, including the 90-day follow-up, as well as this year's performance from October 1, 1997 through June 30, 1998 (nine months) for those proponents that are currently receiving refugee funds. Each subcontractor is listed by component with the planned and actual enrollments and job entries, along with the employment entry rates, which are actual placements versus actual terminations.

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With respect to the participant characteristics, PIC staff will negotiate with each of the subcontractors to achieve the planned country of origin percentages in the Refugee County Plan.

The total amount of funds available for services this year is $990,792, which is $42,247 less than last year (4%). After the RFP was issued, staff received final TA allocation figures which included $727 less for services. The RESS figures are still preliminary. Staff is expecting some carry forward funds from FFY 1997, but these will not be determined until October or November. We are also anticipating additional RESS funds, but we have not received any official notification of these yet.

The PIC Task Force is recommending that the CIP be funded at the same percentage of the services' funds as in the past (12.1%). It is also recommended that as additional funds become available, the CIP be considered for increased funding relative to the increase in goals and services.

No agency identified as a Mutual Assistance Association (MAA) applied for the $26,500 set aside for MAAs to provide acculturation and social adjustment services.

The PIC Task Force is recommending that only $30,000 be set aside to cover the costs for MUNI Fast Passes and/or tokens and also to cover the potential childcare expenses that may arise for refugees who are not CalWORKs participants or otherwise eligible to receive such assistance from the Department of Human Services (DHS).

These recommendations reflect an increased emphasis on employment services versus acculturation services because of welfare reform and the CalWORKs program's focus to get Temporary Assistance to Needy Families (TANF) recipients into jobs. DHS is now also starting the Personal Assisted Employment Services (PAES) program which is a similar employment focused program for General Assistance (GA) recipients.

These recommendations also reflect an increased emphasis on Vocational Training (VT) programs versus Employment Services (ES) programs, because of the expressed desire of CalWORKs clients for vocational training and our difficulty over the past couple of years to fill ES slots.

The Committee is scheduled to meet on Tuesday, August 18 from 2:30 p.m. to 4:30 p.m. in the Community College District auditorium, 33 Gough Street. Please be sure to bring these materials with you. If you have any questions, please contact Karen Hart.

Enclosures

cc: Roger Caron, RPB
Refugee Proponents (Individual recommendation only)
DHS Staff
PIC Staff

Table 1

PRIVATE INDUSTRY COUNCIL REFUGEE PROPOSAL RECOMMENDATIONS

No.	Proponent	Proposed									Recommendation			
		$ Request	Activity	Cost Per Person	Svc. Level	# of Place.	Place. Rate	Wage	SPL 0-4	SPL 5+	$ Recom.	Svc. Level	# of Place.	Place. Rate
#03	Refugee Transitions	$27,637	A/SAS	$263.21	105	NA	NA	NA	100	5	$23,712	90	NA	NA
#06	International Institute of S.F.	$64,694	A/SAS	$269.56	240	20	8%	$6.00	220	20	$35,583	132	NA	NA
#01	International Rescue Committee	$133,512	CIP	NA	NA	NA	NA	NA	NA	NA	$119,886	NA	NA	NA
#02	Catholic Charities/REAP	$336,000	ES	$1,400.00	240	156	65%	$6.50	240	0	$192,623	137	89	65%
#04	Refugee Transitions	$42,428	ES	$1,212.23	35	24	69%	$6.50	24	11	$0	0	NA	NA
#05	African Imm. & Ref. Res. Ctr.	$64,140	ES	$2,138.00	30	24	80%	$5.75	22	8	$32,711	15	12	80%
#08	Career Resources Develop. Ctr.	$96,061	ES	$1,601.02	60	48	80%	$7.00	52	8	$37,910	24	19	80%
#09	Community Educational Services	$40,260	ES	$1,150.27	35	23	66%	$6.50	24	11	$24,439	21	14	66%
#10	Jewish Vocational Service	$331,647	ES	$2,009.98	165	107	65%	$7.50	116	49	$212,453	106	69	65%
#07	Career Resources Develop. Ctr.	$114,400	VT	$2,200.00	52	47	90%	$7.00	14	38	$85,800	39	35	90%
#11	Jewish Vocational Service	$172,664	VT	$2,784.90	62	48	77%	$7.50	23	39	$143,175	52	41	78%
	Subtotal	$1,423,443			1,024	497	49%		835	189	$908,292	616	279	45%
	IR Set Aside	$0									$52,500			
	Transportation/Childcare	$0									$30,000			
	Total	$1,423,443									$990,792			

Table 2
Point Scores

SORTED BY ACTIVITY

No.	Proponent	Activity	A1	A2	B1	B2	B3	C	D1	D2	D3	TTL	MAX.
#06	International Institute of S.F.	A/SAS	5	14	8	9	13	15	10	NA	NA	74	[80]
#03	Refugee Transitions	A/SAS	4	13	8	9	14	14	10	NA	NA	72	[80]
#01	International Rescue Committee	CIP	10	14	15	15	9	9	15	10	0	97	[100]
#10	Jewish Vocational Service	ES	5	13	9	9	13	14	5	8	10	86	[100]
#02a	Catholic Charities/REAP	ES	4	13	8	8	14	14	9	8	6	84	[100]
#09	Community Educational Services	ES	3	12	6	6	10	9	10	8	6	70	[100]
#05	African Imm. & Ref. Res. Ctr.	ES	3	10	8	7	11	10	5	10	4	68	[100]
#08	Career Resources Develop. Ctr.	ES	4	7	7	7	9	10	7	10	7	68	[100]
#04	Refugee Transitions	ES	3	5	7	7	10	12	9	8	6	67	[100]
#02c	Catholic Charities/REAP	IR	4	5	6	6	11	12	10	10	10	74	[100]
#11a	Jewish Vocational Service	VT	5	14	9	10	15	14	7	7	10	91	[100]
#11b	Jewish Vocational Service	VT	5	14	9	10	15	14	7	8	7	89	[100]
#11c	Jewish Vocational Service	VT	5	14	9	10	15	14	6	8	7	88	[100]
#02b	Catholic Charities/REAP	VT	4	10	7	7	11	13	6	10	7	75	[100]
#07	Career Resources Develop. Ctr.	VT	4	9	7	7	10	10	10	9	6	72	[100]

TABLE 3
REFUGEE PERFORMANCE DATA
FOR FFY 1996 AND FFY 1997

EMPLOYMENT SERVICE/ENGLISH LANGUAGE TRAINING

Subcontractor	Actual/Planned Enrollments						Actual/Planned Employment Entries						Employment Entry Rate ᵍ					
	FFY'96 *			FFY'97 °			FFY'96 *			FFY'97 °			FFY'96 *			FFY'97 °		
	Actual	Plan	%	Actual	Plan	%	Actual	Plan	%	Actual	Plan	%	EE	Term	%	EE	Term	%
Community Educational Services	11	25	44%	9	34	26%	4	23	17%	6	22	27%	4	11	36%	6	9	67%
Jewish Vocational Service	177	234	76%	103	150	69%	99	152	65%	49	89	55%	99	177	56%	49	83	59%
Career Resources Dev. Ctr.	20	36	56%	16	50	32%	5	29	17%	8	24	33%	5	20	25%	8	13	62%
TBC-African Immig. & Ref. Res. Ctr.	19	35	54%	12	13	92%	5	28	18%	6	10	60%	5	19	26%	6	10	60%
Catholic Charities/REAP	70	118	59%	73	119	61%	25	89	28%	50	45	111%	25	70	36%	50	59	85%
TOTALS	297	448	66%	213	366	58%	138	321	43%	119	190	63%	138	297	46%	119	174	68%

VOCATIONAL TRAINING/VOCATIONAL ENGLISH-AS-A-SECOND-LANGUAGE

Subcontractor	Actual/Planned Enrollments						Actual/Planned Employment Entries						Employment Entry Rate ᵍ					
	FFY'96 *			FFY'97 °			FFY'96 *			FFY'97 °			FFY'96 *			FFY'97 °		
	Actual	Plan	%	Actual	Plan	%	Actual	Plan	%	Actual	Plan	%	EE	Term	%	EE	Term	%
Career Resources Dev. Ctr.	12	16	75%	26	26	100%	5	14	36%	9	11	82%	5	12	42%	9	9	100%
Catholic Charities/REAP	NA	NA	NA	3	5	60%	NA	NA	NA	0	5	0%	NA	NA	NA	0	0	NA
Jewish Vocational Service	5	5	100%	31	31	100%	3	4	75%	10	13	77%	3	5	60%	10	14	71%
TOTALS	17	21	81%	60	62	97%	8	18	44%	19	29	66%	8	17	47%	19	23	83%

ACCULTURATION/SOCIAL ADJUSTMENT SERVICES

Subcontractor	Actual/Planned Enrollments						Actual/Planned Employment Entries						Employment Entry Rate ᵍ					
	FFY'96 *			FFY'97 °			FFY'96 *			FFY'97 °			FFY'96 *			FFY'97 °		
	Actual	Plan	%	Actual	Plan	%	Actual	Plan	%	Actual	Plan	%	EE	Term	%	EE	Term	%
International Institute of S.F.	333	648	51%	199	225	88%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Refugee Transitions	NA	NA	NA	69	73	95%	NA	NA	NA	1	0	∞	NA	NA	NA	NA	NA	NA
TOTALS	333	648	51%	268	298	90%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

* These data are for the 15-month period from October 1, 1996 through December 31, 1997 which includes the close-out period.
° These data are for the 9-month period from October 1, 1997 through June 30, 1998.
ᵍ Employment Entries (EE)/Total Terminations (Term)
NA - Not Applicable

Prepared 7/31/98

CENTRAL INTAKE POINT PROPOSAL EVALUATION

PROPONENT: **INTERNATIONAL RESCUE COMMITTEE** PROPOSAL NO.: **01**

PROGRAM CRITERIA	PTS.
A. Community Involvement, Coordination and Organizational Competence	
1. Community Involvement and Coordination: Does the proposal have the support and involvement of the proposed targeted population, including MAAs? Is there evidence of coordination and consultation with existing refugee and/or non-refugee employment service programs and with DHS? [10 pts.]	10
2. Organizational Competence: The extent to which the proponent has demonstrated the ability to carry out the proposed program; includes past performance. [15 pts.]	14
B. Program Design and Feasibility	
1. Design and Feasibility: Does the proposal detail all required component activities? Are the proposed program strategies feasible given the available resources? [15 pts.]	15
2. Support Services Systems: Does the program design detail the procedures for the support services systems, including the systems for tracking participation of refugees receiving services? [15 pts.]	15
3. Equitable Referral: Does the proposal describe how referrals will be made to the refugee training subcontractors on an equitable basis? [10 pts.]	9
4. Other Information: Does the proposal describe the coordination and linkages with DHS in referring mandatory refugees for conciliation and/or sanctioning? Does the proposal describe the coordination and linkages with DHS in referring CalWORKs participants? Does the proposal include other linkages that will be used in the delivery of the CIP services? [10 pts.]	9
C. Response to the RFP: How well does the proponent respond to the RFP? [15 pts.]	15
D. Is the proposed dollar amount reasonable in terms of the proposed outcome(s) and available resources? [10 pts.]	10
TOTAL	97

COMMENTS AND RECOMMENDATIONS

This proposal is recommended for funding in the amount of $119,886. This amount represents the same percentage (12.1%) of services funds as last year for the CIP and is 95% of what the agency received last year. If we receive additional funds, it is recommended that CIP funds be increased commensurate with the increase in services and goals.

The International Rescue Committee (IRC) submitted an excellent proposal - the only proposal submitted for the Central Intake Point (CIP). The IRC proposes to provide intake, assessment and referral services for San Francisco refugees who have been in the country for 60 months or less. Employment Development Plans (EDP) and Family Self-Sufficiency Plans will be prepared for participants; however, EDPs from Volags will be accepted when warranted. IRC will also work with the Department of Human Services, if needed, to develop Individual Responsibility Plans for CalWORKs participants.

IRC, as the CIP, will determine the need for supportive services for clients other than those in CalWORKs, and will make referrals for child care, if needed. The IRC has administered the CIP under the PIC since 1988 and its past performance has been excellent.

RECEIVED JUL 2 1 1998 01

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROGRAM SUMMARY

THIS SECTION TO BE COMPLETED BY PIC STAFF	
DATE RECEIVED:	PROPOSAL NUMBER:

1. SPONSORING AGENCY: International Rescue Committee, Inc.

ADDRESS: 1370 Mission St. 4th Floor

San Francisco, Ca. ZIP CODE: 94103

DIRECTOR OF AGENCY: Don Climent TELEPHONE NUMBER: (415) 863-3777

2. PROPOSAL SUMMARY Include goals, objectives, methodology. Please use only the space provided below.

IRC - Central Intake Point

1. The goals and objectives of the IRC-CIP are to provide intake, assessment, and referral services to refugees according to Federal and State regulations and in accordance with the S.F. County Plan for Refugees. Quantitatively these goals are as follows: assessment for approximately 660 refugees and referrals for approx. 160 mandatory RCA clients and 350 TANF and 150 GA clients in accordance with priorities established by ORR and adopted under the county plan. Additionally, the IRC/CIP expects to provide eligibility and certifications for approximately 400 refugees who participate in Acculturation/Social Adjustment services. IRC-CIP will also provide eligibility assessment for Transportation, Work-Related Expenses, and Child Care Supportive Services payments, will make payments for WRE, will handle Transportation in coordination with the PIC, and will refer clients eligible for Child Care Services to either the Child Care Agency designated by the PIC, or to DHS for child care available through public sources.

2. Assessment services include the following methodologies: a) receipt of all mandatory cases from DHS and from other sources; b) certification to DHS of client registration; c) preparation of RS-1 Service Application; d) Employability assessment plan (EDP) that relates to the whole family (FSS Plan) or an Individual Responsibility Plan (IRP) for CalWORKs recipients ; e) eligibility determination; f) delivery of supportive services; g) administration of the BEST Test; h) explanation to clients of their rights and responsibilities under the Mandatory Work Registration and Sanctioning System; i) explanation of providers' attendance policies; j) advising clients of health services available to them at S.F.G.H.; k) maintenance of all records including a chronological log of contacts with clients, and l) acceptance of an EDP from Volags when warranted.

3. Referral services include the following methodologies: a) execution of the RS-3A referral to service providers; b) monitoring to ensure that clients report within 7 working days: c) reporting to DHS on the enrollment of mandatory RCA clients within 30 days of receipt of aid; d) monitoring and reporting to DHS and to PIC of client information and changes in status resulting from employment and/or sanction, or termination from service for 90 days for VTR/ES participants in the event of their non-cooperation; e) receipt of notification of non-compliance and reporting to DHS of incidents with accompanying documentation; f) cooperation with DHS in development of conciliation plans; g) receipt of plans (RS-44) from DHS and notification to provider of plans; h) participation in Fair Hearings as requested by CWD and i) maintenance of all files and records.

4. A detailed description of methodologies used in determination and payment of supportive services is included in Section C-4. Additional methodologies include providing the BEST Test along the Mission street corridor and at Service Provider sites for client convenience, collaboration with DHS, Service Providers and Voluntary Agencies, adherence to an Equitable Referral Plan, establishing and monitoring of MOU's and use of a CIP staff that is culturally appropriate and fluent in all languages of the refugees. The IRC-CIP will be in compliance with all requirements of the Mandatory Work registration and Sanctioning System and will comply with all reporting requirements established by the State of California and the PIC.

3. TOTAL AMOUNT OF REQUEST IN THIS PROPOSAL: $ 133,512

4. PROPOSED COST PER PERSON SERVED: (#3 ÷ #8) for E/T Service Components only... $

5. PROPOSED PLACEMENT RATE: (#10 ÷ #9) for E/T Service Components only ..... %

6. ESTIMATED NUMBER OF REFUGEES TO BE SERVED (CIP only)..... 1,120

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

7. PROGRAM ACTIVITY (Check as many as applicable)

☑ Central Intake Point (CIP) ☐ On-the-Job Training (OJT) ☐ Individual Referral (IR)

☐ Employment Services (ES) & ELT ☐ Acculturation/Social Adjustment Services

☐ Vocational Training (VT) & VESL ☐ Combination (specify) _____

8. NUMBER OF REFUGEES TO BE SERVED: 1,120

9. NUMBER OF REFUGEES TO BE TERMINATED: N/A

10. NUMBER OF REFUGEES TO BE PLACED: N/A

11. STARTING PLACEMENT HOURLY WAGE: $ N/A

12. PLACEMENT RATE (#10 ÷ #9): N/A %

PLACEMENT RATE (SPL 0-4): N/A %

PLACEMENT RATE (SPL 5+): N/A %

13. ENTRY REQUIREMENTS: Please describe the minimum ages, educational level, Student Performance Level (SPL) skills level, and employment barriers of the refugees you plan to enroll into the program.

Age(s): N/A

Educational Levels: _____

Student Performance Levels (SPL): _____

Skills Level: _____

Barriers to Employment: _____

14. EXIT ACHIEVEMENT LEVELS:

Educational Skills: N/A

Job Skills: _____

Other: _____

15. TRAINING OCCUPATIONS

6-digit OES Codes	OCCUPATIONAL TITLES
N/A	

16. PRE- AND POST-PROGRAM TESTING DEVICES: Please indicate what pre- and post-program testing devices will be used to determine the improvement made as a result of the refugee's participation in the program.

N/A

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: International Rescue Committee, Inc.

1. Are you Incorporated? Yes [X] No [ ]
   If Yes, date incorporated: March 23, 1942
2. Tax Status: For Profit Not For-Profit X State of Incorporation:
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? Yes [X] No [ ]
   If No, have you ever been refused bonding? Yes [ ] No [X]
   If Yes, please explain:
4. When was your last audit performed? 1997 Who performed the audit? Ernst & Young
   If you have not been audited during the past two years, please explain:
5. Do you retain outside accounting services other than a CPA firm? Yes [ ] No [X]

6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
United Nations Agencies	$ 67,954,302	94/95/96
U.S. State Department	$ 136,116,733	" " "
Private Donations/Contributions	$ 40,918,267	" " "

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
Chairman	John C. Whitehead	122 E 42nd St. NY 10168
Chairman, Ex. Com.	James C. Strickler, MD	" " " " " "
Treasurer	Peter Weiss	" " " " " "

8. Number of Directors on your governing Board: 58 How frequently does your Board meet?: 3 per year
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes [ ] No [X]
   If Yes, please explain:
9. Has your Board specifically agreed to sponsor this proposed program? Yes [ ] No [X]
   If Yes, please give date of approval:
   If No, please explain: Authorization from President or designee is all required
10. If you are proposing an occupational classroom or a vocational training program, is the program certified by the Council for Private Post-Secondary and Vocational Education? Yes [ ] No [X]
    If Yes, please attach current copy of your approval.
    If No, please explain:
11. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes [X] No [ ]
    If Yes, date: April, 1992 By whom was the assessment performed? 504 ADA Self-Evaluation
12. Was your facility found to be accessible to the:
    mobile-impaired? Yes [X] No [ ]
    hearing-impaired? Yes [X] No [ ]
    visually-impaired? Yes [X] No [ ]
13. Will your proposed program be accessible to the:
    mobile-impaired? Yes [ ] No [ ]
    hearing-impaired? Yes [ ] No [ ]
    visually-impaired? Yes [ ] No [ ]

If No to any of the above, do you plan to make the needed modifications? Yes [ ] No [ ]

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Donald G. Climent, Reg. Director — Signature
Program Director (Typed)

X Reynold Levy, President — Signature
Board Chairperson (Typed)

RECEIVED JUL 2 3 1998

02

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROGRAM SUMMARY

THIS SECTION TO BE COMPLETED BY PIC STAFF	
DATE RECEIVED:	PROPOSAL NUMBER:

1. SPONSORING AGENCY: Catholic Charities of the Archdiocese of San Francisco; REAP Program

ADDRESS: 814 Mission, Third Floor

San Francisco, CA ZIP CODE: 94103

DIRECTOR OF AGENCY: Miguel Garcia-Vidal TELEPHONE NUMBER: 844-4800

2. PROPOSAL SUMMARY Include goals, objectives, methodology. Please use only the space provided below.

Catholic Charities of the Archdiocese of San Francisco's REAP program is proposing to offer its successful ES/ELT component to the Refugee population of San Francisco. We wish to serve the members of this population who have an SPL of 0-4 and who are over fifty years of age. We offer a holistic and multi-faceted approach toward ensuring that those referred to us are prepared to enter employment, enter employment and retain their employment. All employment entries will be at a starting wage of a minimum $6.50 per hour and all entries will be full time. We are proposing to serve 240 participants.

All participants will be routed through the Central Intake Point both for assessment and to standardize the intake process for participation. Once a participant is enrolled, we will complete our intake and assessment process. The participant will be assigned an Employment Counselor who is fluent in the participant's native language and who will complete the intake and assessment individually with the , participant. The Employment Counselor will also conduct the series of 13 Employment Workshops with the participant, supervise the participant's job search, and provide job-placement and Job-retention services for a period of up to 180 days.

Participants will be required to participate in program activities for up to 26 hours per week. A large portion of this time will be spent in the ELT Job-readiness classroom. We wish to offer two tracks of instruction. Participants will be placed in either of the two tracks based on their age and language ability. Those over fifty will recieve 20 hours of instruction per week and those under fifty will receive 15 hours of instruction per week and have the option to recieve the extra five hours. These hours, when coupled with the weekly individual Employment Workshops will provide the participant with between 21 and 23 hours of program activities. The remainder of the 26 hour weekly minimum will occupy the participant in supervised Job-search activities. Classes are designed to promote motivation, language learning and general Job-readiness. Activities are divided into a series of twelve weekly units of instruction which are offered in a repeating sequence. Clients may enter the program at any time and both find the activities useful and recieve all of the information we provide in the cycles. Classes are student centered and highly participatory. The Job-Retention period will begin upon the participant's placement and continue for a maximum of 180 days from that day. During the first month of the retention period, the Employment Counselor will contact the Employer and participant on a weekly basis. During the following two months contact will be on a bi-weekly basis. Contact will be made on a monthly basis after 90 days.

3. TOTAL AMOUNT OF REQUEST IN THIS PROPOSAL: $ 336,000.00

4. PROPOSED COST PER PERSON SERVED: (#3 ÷ #8) for E/T Service Components only... $ 1,400.00

5. PROPOSED PLACEMENT RATE: (#10 ÷ #9) for E/T Service Components only ..... 65 %

6. ESTIMATED NUMBER OF REFUGEES TO BE SERVED (CIP only)..... 240

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

7. PROGRAM ACTIVITY (Check as many as applicable)

- ☐ Central Intake Point (CIP)
- ☐ On-the-Job Training (OJT)
- ☐ Individual Referral (IR)
- ☒ Employment Services (ES) & ELT
- ☐ Acculturation/Social Adjustment Services
- ☐ Vocational Training (VT) & VESL
- ☐ Combination (specify) _____

8. NUMBER OF REFUGEES TO BE SERVED..... 240

9. NUMBER OF REFUGEES TO BE TERMINATED..... 240

10. NUMBER OF REFUGEES TO BE PLACED..... 156

11. STARTING PLACEMENT HOURLY WAGE:..... $ 6.50

12. PLACEMENT RATE (#10 ÷ #9)..... 65 %

PLACEMENT RATE (SPL 0-4)..... 65 %

PLACEMENT RATE (SPL 5+)..... N/A %

13. ENTRY REQUIREMENTS: Please describe the minimum ages, educational level, Student Performance Level (SPL) skills level, and employment barriers of the refugees you plan to enroll into the program.

Age(s): All participants will be over 18 years of age. Half will be over 50

Educational Levels: Any educational level will qualify.

Student Performance Levels (SPL): All participants will have an SPL of 0-4

Skills Level: There is no minimum skill level for entry into the program.

Barriers to Employment: Age, Limited English Proficiency, and lack of employment skills.

14. EXIT ACHIEVEMENT LEVELS:

Educational Skills: Based on the results of an standardized language assessment, the participant has shown a 10 point and 5 point increase in ability.

Job Skills: The participant must demonstrate 75% mastery of employment objectives. This requirement is waived if the participant has secured full time, unsubsidized employment at the minimum wage for the program or higher.

Other: _____

15. TRAINING OCCUPATIONS

6-digit OES Codes	OCCUPATIONAL TITLES
670050	Janitors and Cleaners
630470	Security Guard
650080	Waiter and Waitress
580280	Shipping and Receiving Clerk

16. PRE- AND POST-PROGRAM TESTING DEVICES: Please indicate what pre- and post-program testing devices will be used to determine the improvement made as a result of the refugee's participation in the program.

The BEST or CASAS language assessment tools and an agency developed Employment Objective Exam.

SERVICE COMPONENTS PROPOSAL EVALUATION

PROPONENT: **CATHOLIC CHARITIES/REAP** PROPOSAL NO.: **2A**

PROGRAM CRITERIA	PTS.
A. Community Involvement, Coordination and Organizational Competence	
1. Community Involvement and Coordination: Does the proposal have the support and involvement of the proposed targeted population, including MAAs? Is there evidence of coordination and consultation with existing refugee and/or non-refugee employment service programs and DHS? [5 pts.]	4
2. Organizational Competence: The extent to which the proponent has demonstrated the ability to carry out the proposed program; includes past performance. [15 pts.]	13
B. Program Design and Feasibility	
1. Need: Does the proponent provide identifiable and quantifiable documentation that there is an established need within the refugee community for the proposed training or service? [10 pts.]	8
2a. *FOR VT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified training to be provided in occupations in demand in the local economy and secured job commitments from employers to hire properly trained refugees within a specific time-frame? [10 pts.]	NA
2b. *FOR ES, IR, OJT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified job search emphases that are consistent with local labor market demand (ES), or has the proponent identified training to be considered in occupations in demand in the local economy (IR), or has the proponent identified potential employers in demand occupations that will be targeted (OJT), and have proponents secured job commitments from employers to hire properly trained refugees within a specified time-frame? [10 pts.]	8
2c. *FOR ACCULTURATION/SOCIAL ADJUSTMENT SERVICES COMPONENT ONLY* Volunteer/Other Outside Resources: Has the proponent identified how volunteers and/or other outside resources will be used to assist in providing cultural orientation and social adjustment services and/or other services to increase the level of services? [10 pts.]	NA
3. Feasibility: How well is the program design developed and described? Are the proposed program strategies and goals feasible given the resources and personnel? Are the goals realistic, given past performance, if any? Has recruitment of eligible refugees been adequately addressed? [15 pts.]	14
C. Response to the RFP: How well does the proponent respond to the RFP? [15 pts.]	14
D. Program Effectiveness:	
1. Cost Per Person Served: [10 pts.]	9
2. Placement Rate: [10 pts.]	8
3. Wage at Placement: [10 pts.]	6
TOTAL	84

COMMENTS AND RECOMMENDATIONS

This Employment Services (ES) component of the proposal is recommended for funding in the amount of $170,123.

With these funds, Catholic Charities/REAP (REAP) proposes to provide employment services for 122 refugees. Services will include job search assistance, employment prep skills, job referrals, follow-up and job retention services for 180 days after employment begins.

This proposal includes a separate component for refugees who are 50 years of age and older. This older refugee component includes 20 hours of English Language Training (ELT) per week and 240 total hours of ELT and job readiness training and workshops.

The other component, which will serve refugees under 50 years of age, includes 15 hours of English Language Training (ELT) per week (with an option for an additional 5) and 6 to 9 hours of employment workshops per week, for a total of at least 180 hours of ELT and job readiness training and workshops.

Each component will serve 61 refugees. CC/REAP proposes that all will have Student Performance Levels (SPL) 0 - 4.

REAP proposes to place 65% of the refugees in jobs with starting wages of $6.50 per hour. REAP is currently operating a refugee ES/ELT program, and was at 111% of its placement goal at the end of June,

although it had only 61% of its planned enrollments. Its employment entry rate was 85%.

The REAP proposal adequately addresses the RFP although two sections were a bit short (Need and Training Emphasis).

According to the RFG 125, the Catholic Charities Board has not yet approved the submission of this proposal.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: Catholic Charities of San Francisco; REAP Program

1. Are you incorporated? Yes [X] No [ ]
   If Yes, date incorporated: 06/10/46
2. Tax Status: For Profit [ ] Not For-Profit [X] State of Incorporation: California (see Attachment III)
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? Yes [X] No [ ]
   If No, have you ever been refused bonding? Yes [ ] No [ ]
   If Yes, please explain:
4. When was your last audit performed? 06/30/97 Who performed the audit? Hood and Strong, CPA
   If you have not been audited during the past two years, please explain:
5. Do you retain outside accounting services other than a CPA firm? Yes [ ] No [X]

6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
Government Grants, Contributions, Foundations	$ 11,820,973	95-96
" "	$ 13,607,000	96-97
" "	$ 17,675,544	97-98

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
President	Archbishop William J. Levada	445 Church St., S.F., CA 94114
Vice-President	E. Mack Miller	P.O. Box 89, Ross, CA 94957
Secretary	Aux. Bishop Patrick McGrath	445 Church St., S.F., CA 94114

8. Number of Directors on your governing Board: 32 How frequently does your Board meet?: 6x/yr
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes [ ] No [X]
   If Yes, please explain:
9. Has your Board specifically agreed to sponsor this proposed program? Yes [ ] No [X]
   If Yes, please give date of approval:
   If No, please explain:
10. If you are proposing an occupational classroom or a vocational training program, is the program certified by the Council for Private Post-Secondary and Vocational Education? Yes [ ] No [X]
    If Yes, please attach current copy of your approval.
    If No, please explain: our application is currently pending
11. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes [X] No [ ]
    If Yes, date: 1996 By whom was the assessment performed? CALOSHA
12. Was your facility found to be accessible to the:
    mobile-impaired? Yes [X] No [ ]
    hearing-impaired? Yes [X] No [ ]
    visually-impaired? Yes [X] No [ ]
13. Will your proposed program be accessible to the:
    mobile-impaired? Yes [X] No [ ]
    hearing-impaired? Yes [X] No [ ]
    visually-impaired? Yes [X] No [ ]
    If No to any of the above, do you plan to make the needed modifications? Yes [X] No [ ]

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Miguel Garcia-Vidal
Program Director (Typed)

Signature

Sophie Lei Aldrich
Chief Operating Officer
~~Board Chairperson~~ (Typed)

Signature

PARTICIPANT CHARACTERISTICS AND ENROLLMENT SUMMARIES

SUBCONTRACTOR: REAP/ Catholic Charities

SUBCONTRACT #: 147F952P6

YEAR-ROUND PARTICIPANT CHARACTERISTICS ENROLLMENT GOALS

(Enter Number of Participants)

GENDER	Males	96
	Females	144
	Total	240

AGE	16 - 17	0
	18 - 21	9
	22 - 44	101
	45 - 54	67
	55+	63
	Total	240

ENGLISH PROFICIENCY	SPL 0 to 4	240
	SPL 5+	0
	Total	240

COUNTRY OF ORIGIN OR ETHNICITY	Soviet Union	164
	Southeast Asia	37
	Latin America	8
	Africa	0
	Near East	9
	Eastern Europe	22
	Total	240

PUBLIC ASSISTANCE	RCA	200
	TANF	20
	GA	20
	SSI	0
	Food Stamps	0
	Total	240
	Not on aid	

EMPLOYED WITH HEALTH BENEFITS	101
OLDER REFUGEE (50+)	120

PARTICIPANT ENROLLMENT SCHEDULE

(Enter Cumulative Number of Participants)

MONTH	TOTAL ENROLLED	TOTAL EMPLOYED	EMPLOYED 90 DAYS	NOT EMPLOYED	TERMINATED	GRANT REDUCT.	GRANT TERM.
OCTOBER 1998	20	13	0	0	0	0	0
NOVEMBER	40	26	0	0	0	0	0
DECEMBER	60	39	0	0	0	0	0
JANUARY 1999	80	49	26	31	20	5	44
FEBRUARY	100	51	39	49	40	5	46
MARCH	120	52	49	68	60	5	47
APRIL	140	54	51	86	80	6	48
MAY	160	61	52	99	100	7	54
JUNE	180	66	54	114	120	9	57
JULY	200	82	61	109	140	11	71
AUGUST	220	104	66	116	160	11	93
SEPTEMBER	240	156	82	84	240	11	145

SERVICE COMPONENTS PROPOSAL EVALUATION

PROPONENT: **CATHOLIC CHARITIES/REAP** PROPOSAL NO.:**2B**

PROGRAM CRITERIA		PTS.
A.	Community Involvement, Coordination and Organizational Competence	
	1. Community Involvement and Coordination: Does the proposal have the support and involvement of the proposed targeted population, including MAAs? Is there evidence of coordination and consultation with existing refugee and/or non-refugee employment service programs and DHS? [5 pts.]	4
	2. Organizational Competence: The extent to which the proponent has demonstrated the ability to carry out the proposed program; includes past performance. [15 pts.]	10
B.	Program Design and Feasibility	
	1. Need: Does the proponent provide identifiable and quantifiable documentation that there is an established need within the refugee community for the proposed training or service? [10 pts.]	7
	2a. *FOR VT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified training to be provided in occupations in demand in the local economy and secured job commitments from employers to hire properly trained refugees within a specific time-frame? [10 pts.]	7
	2b. *FOR ES, IR, OJT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified job search emphases that are consistent with local labor market demand (ES), or has the proponent identified training to be considered in occupations in demand in the local economy (IR), or has the proponent identified potential employers in demand occupations that will be targeted (OJT), and have proponents secured job commitments from employers to hire properly trained refugees within a specified time-frame? [10 pts.]	NA
	2c. *FOR ACCULTURATION/SOCIAL ADJUSTMENT SERVICES COMPONENT ONLY* Volunteer/Other Outside Resources: Has the proponent identified how volunteers and/or other outside resources will be used to assist in providing cultural orientation and social adjustment services and/or other services to increase the level of services? [10 pts.]	NA
	3. Feasibility: How well is the program design developed and described? Are the proposed program strategies and goals feasible given the resources and personnel? Are the goals realistic, given past performance, if any? Has recruitment of eligible refugees been adequately addressed? [15 pts.]	11
C.	Response to the RFP: How well does the proponent respond to the RFP? [15 pts.]	13
D.	Program Effectiveness:	
	1. Cost Per Person Served: [10 pts.]	6
	2. Placement Rate: [10 pts.]	10
	3. Wage at Placement: [10 pts.]	6
	TOTAL	74

COMMENTS AND RECOMMENDATIONS

This component of the proposal is not recommended for funding.

Catholic Charities/REAP (REAP) proposes to provide child care Vocational Training (VT) services for 10 refugees who are 50 years of age or older, have SPLs from 0 to 4, and are on RCA. REAP proposes to place 100% of the refugees in jobs with starting wages of $7.50 per hour.

REAP is currently receiving funds for this program, which has an enrollment goal of 5 participants who are 55 years and older. Only three refugees have been enrolled. One is in her 20s and the other two are in their 40s. Because of this year's performance, staff cannot recommend funding this proposed program.

The REAP proposal adequately addresses the RFP, although two sections were a bit short (Need and Training Emphasis). The score may be inflated because an unrealistic 100% placement rate was proposed. 31% of the budget is program overhead.

According to the RFG 125, the Catholic Charities Board has not yet approved the submission of this proposal.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROGRAM SUMMARY

THIS SECTION TO BE COMPLETED BY PIC STAFF	
DATE RECEIVED:	PROPOSAL NUMBER:

1. SPONSORING AGENCY: Catholic Charities of the Archdiocese of San Francisco; REAP Program

   ADDRESS 814 Mission, Third Floor

   San Francisco, CA ZIP CODE: 94103

   DIRECTOR OF AGENCY: Miguel Garcia-Vidal TELEPHONE NUMBER: 844-4800

2. PROPOSAL SUMMARY Include goals, objectives, methodology. Please use only the space provided below.

Catholic Charities of the Archdiocese of San Francisco's REAP program is proposing to offer its successful VT/VESL component to the Refugee population of San Francisco. We wish to serve the members of this population who have an SPL of 0-4 and who are over fifty years of age. We offer a holistic and multi-faceted approach toward ensuring that those referred to us are prepared to enter employment, enter employment, and retain their employment in the Childcare Field. We will place participants at a wage of a minimum $7.50 per hour and all entries will be full time. We are proposing to serve 10 participants.

All participants will be routed through the Central Intake Point both for assessment and to standardize the intake process for participation. Once a participant is enrolled, we will complete our intake and assessment process. The participant will be assigned an Employment Counselor who is fluent in the participant's native language and who will complete the intake and assessment individually with the , participant. The Employment Counselor will also conduct the series of 13 Employment Workshops with the participant, supervise the participant's job search, and provide job-placement and Job-retention services for a period of up to 180 days.

Participants will be required to participate in program activities for up to 26 hours per week. A large portion of this time will be spent in the VT and VESL Job-readiness classrooms. We wish to offer two courses of instruction. Participants will be required to complete ten hours of VT training and ten hours of VESL training per week. A portion of the VT training will be offered as "Hands on" experience at a local child care facility and a portion will involve Infant C.P.R. classes. These hours, when coupled with the weekly individual Employment Workshops will provide the participant with between 21 and 23 hours of program activities. The remainder of the 26 hour weekly minimum will occupy the participant in supervised Job-search activities. Classes are designed to promote motivation, language learning and Job-readiness for Childcare. Activities are divided into a series of twelve weekly units of instruction which are offered in a repeating sequence. Clients may enter the program at any time and both find the activities useful and recieve all of the information we provide in the cycles. Classes are student centered and highly participatory. The Job-Retention period will begin upon the participant's placement and continue for a maximum of 180 days from that day. During the first month of the retention period, the Employment Counselor will contact the Employer an participant on a weekly basis. During the following two months contact will be on a bi-weekly basis. Contact will be made on a monthly basis after 90 days.

3. TOTAL AMOUNT OF REQUEST IN THIS PROPOSAL: $ 30,000
4. PROPOSED COST PER PERSON SERVED: (#3 ÷ #8) for E/T Service Components only... $ 3,000
5. PROPOSED PLACEMENT RATE: (#10 ÷ #9) for E/T Service Components only 100 %
6. ESTIMATED NUMBER OF REFUGEES TO BE SERVED (CIP only) 10

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

7. PROGRAM ACTIVITY (Check as many as applicable)

- ☐ Central Intake Point (CIP)
- ☐ On-the-Job Training (OJT)
- ☐ Individual Referral (IR)
- ☐ Employment Services (ES) & ELT
- ☐ Acculturation/Social Adjustment Services
- ☒ Vocational Training (VT) & VESL
- ☐ Combination (specify) _____

8. NUMBER OF REFUGEES TO BE SERVED..... 10

9. NUMBER OF REFUGEES TO BE TERMINATED..... 10

10. NUMBER OF REFUGEES TO BE PLACED..... 10

11. STARTING PLACEMENT HOURLY WAGE:..... $ 7.50

12. PLACEMENT RATE (#10 ÷ #9)..... 100 %

PLACEMENT RATE (SPL 0-4)..... 100 %

PLACEMENT RATE (SPL 5+)..... N/A %

13. ENTRY REQUIREMENTS: Please describe the minimum ages, educational level, Student Performance Level (SPL) skills level, and employment barriers of the refugees you plan to enroll into the program.

Age(s): All participants will be over the age of fifty.

Educational Levels: There is no minimum educational level required for entry.

Student Performance Levels (SPL): all participants will have an SPL of 0-4

Skills Level: There is no minimum skill level for entry into the program.

Barriers to Employment: Age, Limited English Proficiency, and lack of employment skills and basic Childcare Center practices.

14. EXIT ACHIEVEMENT LEVELS:

Educational Skills: Based on the results of a standardized language assessment, the participant has shown a ten point and five point increase in ability.

Job Skills: The participant must demonstrate 75% mastery of employment and Childcar objectives. This requirement is waived if the participant has secured full time unsubsidized employment at the minimum wage for the program or higher.

Other: The participant must demonstrate mastery (75%)of the VESL objectives.

15. TRAINING OCCUPATIONS

6-digit OES Codes	OCCUPATIONAL TITLES
680380	Child Care Worker

16. PRE- AND POST-PROGRAM TESTING DEVICES: Please indicate what pre- and post-program testing devices will be used to determine the improvement made as a result of the refugee's participation in the program.

The BEST or CASAS language assment tools and an agency developed Employment Objective Exam and a VESL Objective Exam.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: Catholic Charities of San Francisco; REAP Program

1. Are you incorporated? Yes [X] No [ ]
   If Yes, date incorporated: 06/10/46
2. Tax Status: For Profit [ ] Not For-Profit [X] State of Incorporation: California (see Attachment III)
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? Yes [X] No [ ]
   If No, have you ever been refused bonding? Yes [ ] No [ ]
   If Yes, please explain:
4. When was your last audit performed? 06/30/97 Who performed the audit? Hood and Strong, CPA
   If you have not been audited during the past two years, please explain:
5. Do you retain outside accounting services other than a CPA firm? Yes [ ] No [X]
6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
Government Grants, Contributions, Foundations	$ 11,820,973	95-96
" "	$ 13,607,000	96-97
" "	$ 17,675,544	97-98

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
President	Archbishop William J. Levada	445 Church St., S.F., CA 94114
Vice-President	E. Mack Miller	P.O. Box 89, Ross, CA 94957
Secretary	Aux. Bishop Patrick McGrath	445 Church St., S.F., CA 94114

8. Number of Directors on your governing Board: 32 How frequently does your Board meet?: 6x/yr
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes [ ] No [X]
   If Yes, please explain:
9. Has your Board specifically agreed to sponsor this proposed program? Yes [ ] No [X]
   If Yes, please give date of approval:
   If No, please explain:
10. If you are proposing an occupational classroom or a vocational training program, is the program certified by the Council for Private Post-Secondary and Vocational Education? Yes [ ] No [X]
    If Yes, please attach current copy of your approval.
    If No, please explain: our application is currently pending
11. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes [X] No [ ]
    If Yes, date: 1996 By whom was the assessment performed? CALOSHA
12. Was your facility found to be accessible to the:
    mobile-impaired? Yes [X] No [ ]
    hearing-impaired? Yes [X] No [ ]
    visually-impaired? Yes [X] No [ ]
13. Will your proposed program be accessible to the:
    mobile-impaired? Yes [X] No [ ]
    hearing-impaired? Yes [X] No [ ]
    visually-impaired? Yes [X] No [ ]

If No to any of the above, do you plan to make the needed modifications? Yes [X] No [ ]

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Miguel Garcia-Vidal
Program Director (Typed) Signature

Sophie Lei Aldrich
Chief Operating Officer ~~Board Chairperson~~ (Typed) Signature

PARTICIPANT CHARACTERISTICS AND ENROLLMENT SUMMARIES

SUBCONTRACTOR: REAP/ Catholic Charities

SUBCONTRACT #: 147F952P6 / VT

YEAR-ROUND PARTICIPANT CHARACTERISTICS ENROLLMENT GOALS

(Enter Number of Participants)

GENDER	Males	0
	Females	10
	Total	10

AGE	16 - 17	
	18 - 21	
	22 - 44	
	45 - 54	3
	55+	7
	Total	10

ENGLISH PROFICIENCY	SPL 0 to 4	10
	SPL 5+	
	Total	

COUNTRY OF ORIGIN OR ETHNICITY	Soviet Union	4
	Southeast Asia	4
	Latin America	1
	Africa	
	Near East	
	Eastern Europe	1
	Total	10

PUBLIC ASSISTANCE	RCA	10
	TANF	
	GA	
	SSI	
	Food Stamps	
	Total	10
	Not on ald	

EMPLOYED WITH HEALTH BENEFITS	10
OLDER REFUGEE (50+)	10

PARTICIPANT ENROLLMENT SCHEDULE

(Enter Cumulative Number of Participants)

MONTH	TOTAL ENROLLED	TOTAL EMPLOYED	EMPLOYED 90 DAYS	NOT EMPLOYED	TERMINATED	GRANT REDUCT.	GRANT TERM.
OCTOBER 1998	0	0	0	0	0	0	0
NOVEMBER	0	0	0	0	0	0	0
DECEMBER	0	0	0	0	0	0	0
JANUARY 1999	5	0	0	5	0	0	0
FEBRUARY	7	0	0	7	0	0	0
MARCH	10	0	0	10	0	0	0
APRIL	10	3	0	7	0	0	0
MAY	10	3	0	7	0	0	0
JUNE	10	6	3	4	0	0	0
JULY	10	9	3	1	3	0	0
AUGUST	10	10	6	0	3	0	0
SEPTEMBER	10	10	9	0	10	0	0

SERVICE COMPONENTS PROPOSAL EVALUATION

PROPONENT: **CATHOLIC CHARITIES/REAP** PROPOSAL NO.:**2C**

PROGRAM CRITERIA		PTS.
A.	Community Involvement, Coordination and Organizational Competence	
	1. Community Involvement and Coordination: Does the proposal have the support and involvement of the proposed targeted population, including MAAs? Is there evidence of coordination and consultation with existing refugee and/or non-refugee employment service programs and DHS? [5 pts.]	4
	2. Organizational Competence: The extent to which the proponent has demonstrated the ability to carry out the proposed program; includes past performance. [15 pts.]	5
B.	Program Design and Feasibility	
	1. Need: Does the proponent provide identifiable and quantifiable documentation that there is an established need within the refugee community for the proposed training or service? [10 pts.]	6
	2a. *FOR VT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified training to be provided in occupations in demand in the local economy and secured job commitments from employers to hire properly trained refugees within a specific time-frame? [10 pts.]	NA
	2b. *FOR ES, IR, OJT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified job search emphases that are consistent with local labor market demand (ES), or has the proponent identified training to be considered in occupations in demand in the local economy (IR), or has the proponent identified potential employers in demand occupations that will be targeted (OJT), and have proponents secured job commitments from employers to hire properly trained refugees within a specified time-frame? [10 pts.]	6
	2c. *FOR ACCULTURATION/SOCIAL ADJUSTMENT SERVICES COMPONENT ONLY* Volunteer/Other Outside Resources: Has the proponent identified how volunteers and/or other outside resources will be used to assist in providing cultural orientation and social adjustment services and/or other services to increase the level of services? [10 pts.]	NA
	3. Feasibility: How well is the program design developed and described? Are the proposed program strategies and goals feasible given the resources and personnel? Are the goals realistic, given past performance, if any? Has recruitment of eligible refugees been adequately addressed? [15 pts.]	11
C.	Response to the RFP: How well does the proponent respond to the RFP? [15 pts.]	12
D.	Program Effectiveness:	
	1. Cost Per Person Served: [10 pts.]	10
	2. Placement Rate: [10 pts.]	10
	3. Wage at Placement: [10 pts.]	10
	TOTAL	74

COMMENTS AND RECOMMENDATIONS

This component is recommended for funding in the amount of $22,500, with an additional $52,500 set aside for training program/vendor costs.

Staff recommends funding for this Individual Referral program with the proviso that the agency expand its target population to include all refugees who have been in the country 60 months or less, with priority given to RCA/TANF/GA clients and who are in need of vocational training programs which are not currently funded with refugee funds.

Catholic Charities/REAP (REAP) proposes a much narrower program, targeting 10 female refugees who are 50 years of age or older, have SPLs from 0 to 4, and are on RCA. REAP proposes to place 100% of the refugees in jobs with starting wages of $7.50 per hour. The proposal also targets only three occupations: professional drivers, general construction contractors, and cosmetologists.

This was the only Individual Referral program proposal received. The proposal adequately addresses the RFP, although two sections were a bit short (Need and Training Emphasis).

This is a new activity for REAP and therefore there are no performance figures from previous years.

According to the RFG 125, the Catholic Charities Board has not yet approved the submission of this proposal.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROGRAM SUMMARY

THIS SECTION TO BE COMPLETED BY PIC STAFF	
DATE RECEIVED:	PROPOSAL NUMBER:

1. SPONSORING AGENCY: Catholic Charities of the Archdiocese of San Francisco; REAP Program

ADDRESS: 814 Mission, Third Floor

San Francisco, CA ZIP CODE: 94103

DIRECTOR OF AGENCY: Miguel Garcia-Vidal TELEPHONE NUMBER: 844-4800

2. PROPOSAL SUMMARY Include goals, objectives, methodology. Please use only the space provided below.

Catholic Charities of the Archdiocese of San Francisco's REAP Program is proposing to further individualize its services by offering an Individual Referral (IR) Component to the participants in its program. We wish to focus our efforts toward re-establishing a small number of our participants in the occupations they had in their former countries which require the possession of a license here in California. We wish to return Professional Drivers, General Construction Contractors, and Cosmetologists to their choosen professions by referring them for enrollment to certified VT programs which offer training for licensure in their professions. We will also support this training with a course of VESL Instruction and our placement and retention services as well as our series of Employment Workshops.

All participants will be over fifty years of age and have an SPL of 0-4. We are proposing to serve ten participants in this component of the program. Based on the initial intake assessment, participants will be selected for entry into this component. The participant will be assigned a an Employment Counselor who will arrange for the provision of the Vocational Training portion of the component. Depending on the participant's English Proficiency a number of VESL instruction hours will determined and a VESL curriculum will be developed. The participant will then arrange a schedule for the provision of the Employment Workshop series and VESL Instruction so that time conflicts are avoided.

Upon completion of the training the participant will be placed into full time employment in the field for which the training was offered. We will provide Job retention services for 90 days. This program will resemble our VT program with the only difference being that in this component we will contract with other programs to provide training which we are not best qualified to provide for our participants.

We are proposing to place 100% of the participants in this program at a wage of $7.50 per hour or higher.

3. TOTAL AMOUNT OF REQUEST IN THIS PROPOSAL: $15,000

4. PROPOSED COST PER PERSON SERVED: (#3 ÷ #8) for E/T Service Components only... $1,500

5. PROPOSED PLACEMENT RATE: (#10 ÷ #9) for E/T Service Components only ..... ___ 100 %

6. ESTIMATED NUMBER OF REFUGEES TO BE SERVED (CIP only)..... 10

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

7. PROGRAM ACTIVITY (Check as many as applicable)

- ☐ Central Intake Point (CIP)
- ☐ On-the-Job Training (OJT)
- ☒ Individual Referral (IR)
- ☐ Employment Services (ES) & ELT
- ☐ Acculturation/Social Adjustment Services
- ☐ Vocational Training (VT) & VESL
- ☐ Combination (specify) _____

8. NUMBER OF REFUGEES TO BE SERVED..... 10

9. NUMBER OF REFUGEES TO BE TERMINATED..... 10

10. NUMBER OF REFUGEES TO BE PLACED..... 10

11. STARTING PLACEMENT HOURLY WAGE:..... $7.50

12. PLACEMENT RATE (#10 ÷ #9)..... 100 %

PLACEMENT RATE (SPL 0-4)..... 100 %

PLACEMENT RATE (SPL 5+)..... N/A %

13. ENTRY REQUIREMENTS: Please describe the minimum ages, educational level, Student Performance Level (SPL) skills level, and employment barriers of the refugees you plan to enroll into the program.

Age(s): All participants will be over fifty years of age.

Educational Levels: Any educational level will qualify.

Student Performance Levels (SPL): All participants will have an SPL level of 0-4

Skills Level: Participants must have experience in a occupation for which a license is required to practice in the United States of America.

Barriers to Employment: Age, Limited English Proficiency, lack of the necessary license to practice their trade in California.

14. EXIT ACHIEVEMENT LEVELS:

Educational Skills: Successful completion of Vocational Training. Five to ten point gain in English proficiency as determined by a standardized assessment.

Job Skills: Possession of the license for which the program was undertaken.

Other: The participant must demonstrate mastery of 75% of the VESL learning objectives.

15. TRAINING OCCUPATIONS

6-digit OES Codes	OCCUPATIONAL TITLES
OES971	Professional Driver
OES870	General Construction Contractor
OES680	Cosmetologist

16. PRE- AND POST-PROGRAM TESTING DEVICES: Please indicate what pre- and post-program testing devices will be used to determine the improvement made as a result of the refugee's participation in the program.

The BEST or CASAS language assessment tools and an agency developed VESL Objecti Exam.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: Catholic Charities of San Francisco: REAP Program

1. Are you incorporated? ..... Yes [X] No [ ]
   If Yes, date incorporated: 06/10/46
2. Tax Status: For Profit Not For-Profit [X] State of Incorporation: California (see Attachment III)
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? ..... Yes [X] No [ ]
   If No, have you ever been refused bonding? ..... Yes [ ] No [ ]
   If Yes, please explain:
4. When was your last audit performed? 06/30/97 Who performed the audit? Hood and Strong, CPA
   If you have not been audited during the past two years, please explain:
5. Do you retain outside accounting services other than a CPA firm? ..... Yes [ ] No [X]
6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
Government Grants, Contributions, Foundations	$ 11,820,973	95-96
" "	$ 13,607,000	96-97
" "	$ 17,675,544	97-98

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
President	Archbishop William J. Levada	445 Church St., S.F., CA 9411
Vice-President	E. Mack Miller	P.O. Box 89, Ross, CA 94957
Secretary	Aux. Bishop Patrick McGrath	445 Church St., S.F., CA 9411

8. Number of Directors on your governing Board: 32 How frequently does your Board meet?: 6x/yr
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes [ ] No [X]
   If Yes, please explain:
9. Has your Board specifically agreed to sponsor this proposed program? ..... Yes [ ] No [X]
   If Yes, please give date of approval:
   If No, please explain:
10. If you are proposing an occupational classroom or a vocational training program, is the program certified by the Council for Private Post-Secondary and Vocational Education? ..... Yes [ ] No [X]
    If Yes, please attach current copy of your approval.
    If No, please explain: our application is currently pending
11. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes [X] No [ ]
    If Yes, date: 1996 By whom was the assessment performed? CALOSHA
12. Was your facility found to be accessible to the:
    mobile-impaired? ..... Yes [X] No [ ]
    hearing-impaired? ..... Yes [X] No [ ]
    visually-impaired? ..... Yes [X] No [ ]
13. Will your proposed program be accessible to the:
    mobile-impaired? ..... Yes [X] No [ ]
    hearing-impaired? ..... Yes [X] No [ ]
    visually-impaired? ..... Yes [X] No [ ]

    If No to any of the above, do you plan to make the needed modifications? ..... Yes [X] No [ ]

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Miguel Garcia-Vidal
Program Director (Typed) Signature

Sophie Lei Aldrich
Chief ~~Board Chairperson~~ (Typed) Signature
Operating Officer

PARTICIPANT CHARACTERISTICS AND ENROLLMENT SUMMARIES

SUBCONTRACTOR: REAP/ Catholic Charities

SUBCONTRACT #: 147F952P6 / IR

YEAR-ROUND PARTICIPANT CHARACTERISTICS ENROLLMENT GOALS

(Enter Number of Participants)

GENDER	Males	0
	Females	10
	Total	10

AGE	16 - 17	
	18 - 21	
	22 - 44	
	45 - 54	3
	55+	7
	Total	10

ENGLISH PROFICIENCY	SPL 0 to 4	10
	SPL 5+	
	Total	

COUNTRY OF ORIGIN OR ETHNICITY	Soviet Union	4
	Southeast Asia	4
	Latin America	1
	Africa	
	Near East	
	Eastern Europe	1
	Total	10

PUBLIC ASSISTANCE	RCA	10
	TANF	
	GA	
	SSI	
	Food Stamps	
	Total	10
	Not on aid	

EMPLOYED WITH HEALTH BENEFITS	10

OLDER REFUGEE (50+)	10

PARTICIPANT ENROLLMENT SCHEDULE

(Enter Cumulative Number of Participants)

MONTH	TOTAL ENROLLED	TOTAL EMPLOYED	EMPLOYED 90 DAYS	NOT EMPLOYED	TERMINATED	GRANT REDUCT.	GRANT TERM.
OCTOBER 1998	0	0	0	0	0	0	0
NOVEMBER	0	0	0	0	0	0	0
DECEMBER	0	0	0	0	0	0	0
JANUARY 1999	5	0	0	5	0	0	0
FEBRUARY	7	0	0	7	0	0	0
MARCH	10	0	0	10	0	0	0
APRIL	10	3	0	7	0	0	0
MAY	10	3	0	7	0	0	0
JUNE	10	6	3	4	0	0	0
JULY	10	9	3	1	3	0	0
AUGUST	10	10	6	0	3	0	0
SEPTEMBER	10	10	9	0	10	0	0

SERVICE COMPONENTS PROPOSAL EVALUATION

PROPONENT: **REFUGEE TRANSITIONS** PROPOSAL NO.:**3**

PROGRAM CRITERIA		PTS.
A.	Community Involvement, Coordination and Organizational Competence	
1.	Community Involvement and Coordination: Does the proposal have the support and involvement of the proposed targeted population, including MAAs? Is there evidence of coordination and consultation with existing refugee and/or non-refugee employment service programs and DHS? [5 pts.]	4
2.	Organizational Competence: The extent to which the proponent has demonstrated the ability to carry out the proposed program; includes past performance. [15 pts.]	13
B.	Program Design and Feasibility	
1.	Need: Does the proponent provide identifiable and quantifiable documentation that there is an established need within the refugee community for the proposed training or service? [10 pts.]	8
2a.	*FOR VT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified training to be provided in occupations in demand in the local economy and secured job commitments from employers to hire properly trained refugees within a specific time-frame? [10 pts.]	NA
2b.	*FOR ES, IR, OJT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified job search emphases that are consistent with local labor market demand (ES), or has the proponent identified training to be considered in occupations in demand in the local economy (IR), or has the proponent identified potential employers in demand occupations that will be targeted (OJT), and have proponents secured job commitments from employers to hire properly trained refugees within a specified time-frame? [10 pts.]	NA
2c.	*FOR ACCULTURATION/SOCIAL ADJUSTMENT SERVICES COMPONENT ONLY* Volunteer/Other Outside Resources: Has the proponent identified how volunteers and/or other outside resources will be used to assist in providing cultural orientation and social adjustment services and/or other services to increase the level of services? [10 pts.]	9
3.	Feasibility: How well is the program design developed and described? Are the proposed program strategies and goals feasible given the resources and personnel? Are the goals realistic, given past performance, if any? Has recruitment of eligible refugees been adequately addressed? [15 pts.]	14
C.	Response to the RFP: How well does the proponent respond to the RFP? [15 pts.]	14
D.	Program Effectiveness:	
1.	Cost Per Person Served: [10 pts.]	10
2.	Placement Rate: [10 pts.]	NA
3.	Wage at Placement: [10 pts.]	NA
	TOTAL	72

COMMENTS AND RECOMMENDATIONS

This proposal is recommended for funding in the amount of $23,712.

This will enable Refugee Transitions (RT) to serve 90 refugees in acculturation/social adjustment services. RT will provide services to its participants directly in the participants' homes.

RT's proposal was well written, concise, and addressed each section of the RFP.

The majority of the participants will be women forty-five years or older. RT will not only provide one-on-one in home cultural adjustment services, they will also provide English language instruction, and will also assist clients in accessing additional services when appropriate.

Services will be provided to participants four to five hours per week on a flexible schedule including weekends.

Currently, RT has enrolled 69 of the planned 73 (95%) through June, 1998. It reported one employment entry, although none were planned.

RECEIVED JUL 2 3 1998

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROGRAM SUMMARY

THIS SECTION TO BE COMPLETED BY PIC STAFF	
DATE RECEIVED:	PROPOSAL NUMBER: 03

1. SPONSORING AGENCY: Refugee Transitions

ADDRESS: 942 Market St., Suite 412

San Francisco, CA. ZIP CODE: 94102

DIRECTOR OF AGENCY: Jeanne-Marie Mellett TELEPHONE NUMBER: 415-989-2151

2. PROPOSAL SUMMARY Include goals, objectives, methodology. Please use only the space provided below.

Refugees in San Francisco are often subject to high rates of poverty. The International Institute of the East Bay notes that the poverty rate for non-citizens in San Francisco is nearly twice the rate of citizens and that one-third of immigrant children live in poverty. The underlying problem is the lack of adequate English skills—refugees with limited English are less likely to hold jobs, more likely to be on public assistance, and earn less when they do work.

Refugee Transitions directly addresses this problem by providing English instruction, acculturation, and social adjustment services to otherwise un-served refugee families living in San Francisco through two programs: The *Life Skills and Orientation Program* and the *Family Support Project.* The goal of *the Life Skills* program is to provide personalized English language instruction and cultural orientation to at least 105 refugees in need of intensive tutoring. Volunteers, recruited, trained and monitored by Refugee Transitions will serve families in their home, thus surmounting the key obstacle to successful acculturation and economic progress, access to language instruction and regular contact with Americans.

Volunteers will focus on teaching not just English but daily "life skills" essential to live here. The program will target homebound refugees, including women with small children, the elderly and the most limited English proficient and isolated members of the refugee community. The program's goal is to help 50% of clients improve their English competency level by at least one level, and 15% to improve two levels after six months of tutoring. A second objective is to improve the self-sufficiency and cultural understanding of students by offering acculturation instruction. This will be measured by the number of individuals who increase their independence by moving off public assistance and into a job or job training, or by successfully addressing legal, medical, or other questions on their own.

The *Family Support Project* is integrated with the Life Skills program to offer direct assistance and information and referrals to clients. The project assists families of our clients and students to access many kinds of services available in the city (social, legal, health, etc). Needs assessment of clients is conducted to ascertain awareness of, need for and access to community and health services. The project's goal is to link each family with requested services within the first month of receiving tutoring. This project seeks to increase the independence and social integration of refugees by improving their understanding of the system of services available in San Francisco.

3. TOTAL AMOUNT OF REQUEST IN THIS PROPOSAL: ..... $ 27,637.40

4. PROPOSED COST PER PERSON SERVED: (#3 ÷ #8) for E/T Service Components only... $ N/A

5. PROPOSED PLACEMENT RATE: (#10 ÷ #9) for E/T Service Components only ..... N/A %

6. ESTIMATED NUMBER OF REFUGEES TO BE SERVED (CIP only)..... N/A

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

7. PROGRAM ACTIVITY (Check as many as applicable)

- ☐ Central Intake Point (CIP)
- ☐ On-the-Job Training (OJT)
- ☐ Individual Referral (IR)
- ☐ Employment Services (ES) & ELT
- ☑ Acculturation/Social Adjustment Services
- ☐ Vocational Training (VT) & VESL
- ☐ Combination (specify) _____

8. NUMBER OF REFUGEES TO BE SERVED..... 105
9. NUMBER OF REFUGEES TO BE TERMINATED..... N/A
10. NUMBER OF REFUGEES TO BE PLACED..... N/A
11. STARTING PLACEMENT HOURLY WAGE:..... $ N/A
12. PLACEMENT RATE (#10 ÷ #9)..... N/A %
    PLACEMENT RATE (SPL 0-4)..... N/A %
    PLACEMENT RATE (SPL 5+)..... N/A %

13. ENTRY REQUIREMENTS: Please describe the minimum ages, educational level, Student Performance Level (SPL) skills level, and employment barriers of the refugees you plan to enroll into the program.

Age(s): 18 and up.

Educational Levels: We serve students at all levels if they are limited English Prof. and homebound. However, 50% of our clients have a h.s. diploma or less.

Student Performance Levels (SPL): 0-4

Skills Level: The majority of our students have limited skills due to their educational background and limited English. In particular, most of our female clients have minimal or no previous work experience.

Barriers to Employment: Limited English Proficiency; little or no previous employment experience; health or age. Many women with small children also cannot access or afford childcare.

14. EXIT ACHIEVEMENT LEVELS:

Educational Skills: 65% of students will progress 1-2 ESL competency levels, in spoken English. At least 50% will improve 1-2 literacy levels.

Job Skills: Improved English and greater knowledge of American culture and systems will contribute to improved job skills.

Other: All of our students will acquire a greater awareness of American institutions, culture, expectations and values. All will improve their understanding of available services in San Francisco.

15. TRAINING OCCUPATIONS

6-digit OES Codes	OCCUPATIONAL TITLES
N/A	N/A

16. PRE- AND POST-PROGRAM TESTING DEVICES: Please indicate what pre- and post-program testing devices will be used to determine the improvement made as a result of the refugee's participation in the program.

An initial intake interview and BEST skills test will assess entry skill. A six-month follow-up will assess ESL level improvement. Volunteer logs are reviewed. Volunteer and student satisfaction are also assessed after 6 months.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: REFUGEE TRANSITIONS

1. Are you incorporated? Yes ☑ No ☐
   If Yes, date incorporated: 3/90
2. Tax Status: For Profit (Not For-Profit) State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? Yes ☐ No ☑
   If No, have you ever been refused bonding? Yes ☐ No ☑
   If Yes, please explain:
4. When was your last audit performed? 1997 Who performed the audit? Hydeh ghaffari, CPA
   If you have not been audited during the past two years, please explain:
5. Do you retain outside accounting services other than a CPA firm? Yes ☐ No ☑

6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
Mayor's Office of Children, Youth & Families	$ 30,000	9/96 - 8/97
San Francisco Foundation	$ 25,000	1997
Private Industry Council / Refugee Programs	$ 26,347	10/97 - 9/98

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
President	Aimee Franklyn	1887 Page St., SF, CA. 94117
Treasurer	Thomas Schlegel	1270 4th Ave., SF, CA 94122
Secretary	Suzanne Dolbanco	2818 Regent St., Berkeley, CA.

8. Number of Directors on your governing Board: 5 How frequently does your Board meet?: 6 X / year
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☑
   If Yes, please explain:
9. Has your Board specifically agreed to sponsor this proposed program? Yes ☑ No ☐
   If Yes, please give date of approval: 7-15-98
   If No, please explain:
10. If you are proposing an occupational classroom or a vocational training program, is the program certified by the Council for Private Post-Secondary and Vocational Education? N/A Yes ☐ No ☐
    If Yes, please attach current copy of your approval.
    If No, please explain:
11. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes ☑ No ☐
    If Yes, date: 3 years ago By whom was the assessment performed? William Meyer Properties
12. Was your facility found to be accessible to the:
    mobile-impaired? Yes ☑ No ☐
    hearing-impaired? Yes ☑ No ☐
    visually-impaired? Yes ☑ No ☐
13. Will your proposed program be accessible to the:
    mobile-impaired? Yes ☑ No ☐
    hearing-impaired? Yes ☑ No ☐
    visually-impaired? Yes ☑ No ☐

If No to any of the above, do you plan to make the needed modifications? Yes ☐ No ☐

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Jeanne-M. Mellett
Program Director (Typed) Signature

Aimee Gwynne Franklyn
Board Chairperson (Typed) Signature

PARTICIPANT CHARACTERISTICS AND ENROLLMENT SUMMARIES

SUBCONTRACTOR: Refugee Transitions SUBCONTRACT #: _____

YEAR-ROUND PARTICIPANT CHARACTERISTICS ENROLLMENT GOALS

(Enter Number of Participants)

GENDER	Males	32
	Females	73
	Total	105
AGE	16 - 17	0
	18 - 21	3
	22 - 44	33
	45 - 54	33
	55+	36
	Total	105
ENGLISH PROFICIENCY	SPL 0 to 4	100
	SPL 5+	5
	Total	105

COUNTRY OF ORIGIN OR ETHNICITY	Soviet Union	45
	Southeast Asia	40
	Latin America	0
	Africa	5
	Near East	5
	Eastern Europe	10
	Total	105
PUBLIC ASSISTANCE	RCA	20
	TANF	65
	GA	5
	SSI	10
	Food Stamps	(130)
	(Overlap) Total	135
	Not on aid	5

EMPLOYED WITH HEALTH BENEFITS		OLDER REFUGEE (50+)	40+

PARTICIPANT ENROLLMENT SCHEDULE

(Enter Cumulative Number of Participants)

MONTH	TOTAL ENROLLED	TOTAL EMPLOYED	EMPLOYED 90 DAYS	NOT EMPLOYED	TERMINATED	GRANT REDUCT.	GRANT TERM.
OCTOBER 1998	8	N/A	N/A	N/A	N/A	N/A	N/A
NOVEMBER	17						
DECEMBER	24						
JANUARY 1999	31						
FEBRUARY	40						
MARCH	50						
APRIL	59						
MAY	69						
JUNE	78						
JULY	88						
AUGUST	97						
SEPTEMBER	105	✓	✓	✓	✓	✓	✓

NOTE: We are applying for Acculturation / Social Adjustment Services.

SERVICE COMPONENTS PROPOSAL EVALUATION

PROPONENT: **REFUGEE TRANSITIONS** PROPOSAL NO.: 4

PROGRAM CRITERIA		PTS.
A.	Community Involvement, Coordination and Organizational Competence	
1.	Community Involvement and Coordination: Does the proposal have the support and involvement of the proposed targeted population, including MAAs? Is there evidence of coordination and consultation with existing refugee and/or non-refugee employment service programs and DHS? [5 pts.]	3
2.	Organizational Competence: The extent to which the proponent has demonstrated the ability to carry out the proposed program; includes past performance. [15 pts.]	5
B.	Program Design and Feasibility	
1.	Need: Does the proponent provide identifiable and quantifiable documentation that there is an established need within the refugee community for the proposed training or service? [10 pts.]	7
2a.	*FOR VT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified training to be provided in occupations in demand in the local economy and secured job commitments from employers to hire properly trained refugees within a specific time-frame? [10 pts.]	NA
2b.	*FOR ES, IR, OJT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified job search emphases that are consistent with local labor market demand (ES), or has the proponent identified training to be considered in occupations in demand in the local economy (IR), or has the proponent identified potential employers in demand occupations that will be targeted (OJT), and have proponents secured job commitments from employers to hire properly trained refugees within a specified time-frame? [10 pts.]	7
2c.	*FOR ACCULTURATION/SOCIAL ADJUSTMENT SERVICES COMPONENT ONLY* Volunteer/Other Outside Resources: Has the proponent identified how volunteers and/or other outside resources will be used to assist in providing cultural orientation and social adjustment services and/or other services to increase the level of services? [10 pts.]	NA
3.	Feasibility: How well is the program design developed and described? Are the proposed program strategies and goals feasible given the resources and personnel? Are the goals realistic, given past performance, if any? Has recruitment of eligible refugees been adequately addressed? [15 pts.]	10
C.	Response to the RFP: How well does the proponent respond to the RFP? [15 pts.]	12
D.	Program Effectiveness:	
1.	Cost Per Person Served: [10 pts.]	9
2.	Placement Rate: [10 pts.]	8
3.	Wage at Placement: [10 pts.]	6
	TOTAL	67

COMMENTS AND RECOMMENDATIONS

This proposal is not recommended for funding.

Refugee Transitions (RT) proposes to serve 35 refugees in a small, personalized Employment Services (ES) program. Services include 256 hours (8 weeks) of English Language Training (ELT) and job readiness workshops and 128 hours (4 weeks) of an unpaid internship, for a total of 384 hours. The proposed program population includes 29% refugees 50 years of age or older, but does not mention any special curricula or workshops designed for them.

RT's proposal was well written, concise, and addressed each section of the RFP.

RT has not operated an ES program before and there are no prior performance statistics; however, it currently is operating an acculturation program and reported an employment entry for one of its clients.

With the deemphasization of and decrease in ES slots, the Task Force could not substantiate recommending a new ES program for funding.

RECEIVED JUL 2 3 1998

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROGRAM SUMMARY

THIS SECTION TO BE COMPLETED BY PIC STAFF	
DATE RECEIVED:	PROPOSAL NUMBER: 04

1. SPONSORING AGENCY: Refugee Transitions

ADDRESS: 942 Market Street, Suite 412

San Francisco, CA. ZIP CODE: 94102

DIRECTOR OF AGENCY: Jeanne-Marie Mellett TELEPHONE NUMBER: 415-989-2151

2. PROPOSAL SUMMARY Include goals, objectives, methodology. Please use only the space provided below.

Refugee Transitions proposes to serve 35 refugees through an employment services program. The program would focus on the employment needs of those most adversely affected by welfare reform, women with children and refugees over 50, and limited English proficient clients with few employment skills. The goal of the program would be to help clients find and retain jobs, improve their connections to the American workforce, and generally enhance their employability.

The program would offer English Language Training and concurrent Employment Services training as part of its regular course of instruction for at least 8 weeks. The curriculum for these courses would include information tailored to client needs and interests, but would cover writing a resume, applying for a job, job interviews, American workplace behavior and expectations, and identifying employment prospects.

The Employment Services Coordinator would develop an employment goals plan with each client, offer regular job counseling and assistance in finding employment, and monitor the program's effectiveness. The program would work with each client to identify the type of work they want, and the type of work available to them with their skills level. Clients with very low English skills will be provided with a tutor to receive additional, intensive English instruction.

The last four weeks of the program will be spent in an internship, in order to provide clients with necessary job experience. The program will require clients to participate for 32 hours per week, in order to comply with DHS rules for TANF clients.

3. TOTAL AMOUNT OF REQUEST IN THIS PROPOSAL: ..... $ 42,428

4. PROPOSED COST PER PERSON SERVED: (#3 ÷ #8) for E/T Service Components only... $ 1,212.23

5. PROPOSED PLACEMENT RATE: (#10 ÷ #9) for E/T Service Components only ..... 69 %

6. ESTIMATED NUMBER OF REFUGEES TO BE SERVED (CIP only) .....

7. PROGRAM ACTIVITY (Check as many as applicable)

- ☐ Central Intake Point (CIP)
- ☐ On-the-Job Training (OJT)
- ☐ Individual Referral (IR)
- ☑ Employment Services (ES) & ELT
- ☐ Acculturation/Social Adjustment Services
- ☐ Vocational Training (VT) & VESL
- ☐ Combination (specify) _____

8. NUMBER OF REFUGEES TO BE SERVED: 35
9. NUMBER OF REFUGEES TO BE TERMINATED: 35
10. NUMBER OF REFUGEES TO BE PLACED: 24
11. STARTING PLACEMENT HOURLY WAGE: $6.50
12. PLACEMENT RATE (#10 ÷ #9): 69 %
    PLACEMENT RATE (SPL 0-4): 54 %
    PLACEMENT RATE (SPL 5+): 15 %

13. ENTRY REQUIREMENTS: Please describe the minimum ages, educational level, Student Performance Level (SPL) skills level, and employment barriers of the refugees you plan to enroll into the program.

Age(s): 18 and up

Educational Levels: Any. But we expect that at least half the clients will have a high school diploma or less.

Student Performance Levels (SPL): 0-7

Skills Level: Any, but we intend to target primarily clients with few or no "Rent" job skills, limited employment experience, and limited English.

Barriers to Employment: Limited English language skills, no or very low skill levels, women with young children, and refugees over 50 with little or no connection to the workforce will be targeted.

14. EXIT ACHIEVEMENT LEVELS: N/A

Educational Skills: _____

Job Skills: _____

Other: _____

15. TRAINING OCCUPATIONS

6-digit OES Codes	OCCUPATIONAL TITLES
N/A	N/A

16. PRE- AND POST-PROGRAM TESTING DEVICES: Please indicate what pre- and post-program testing devices will be used to determine the improvement made as a result of the refugee's participation in the program.

BEST and initial intake interview will be administered pre- and post-program. An initial assessment and post-program assessment of client job skills + workforce connection will also be conducted.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: REFUGEE TRANSITIONS

1. Are you incorporated? Yes ☑ No ☐
   If Yes, date incorporated: 3/90
2. Tax Status: For Profit (Not For-Profit) State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? Yes ☐ No ☑
   If No, have you ever been refused bonding? Yes ☐ No ☑
   If Yes, please explain: _____
4. When was your last audit performed? 1997 Who performed the audit? Hyden Ghaffari, CPA
   If you have not been audited during the past two years, please explain: _____
5. Do you retain outside accounting services other than a CPA firm? Yes ☐ No ☑

6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
Mayor's Office of Children, Youth & Families	$ 30,000	9/96-8/97
San Francisco Foundation	$ 25,000	1997
Private Industry Council / Refugee Programs	$ 26,347	10/97-9/98

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
President	Aimee Franklyn	1887 Page St., SF, CA 94117
Treasurer	Thomas Schlegel	1270 4th Ave., SF, CA 94122
Secretary	Suzanne Delbanco	2814B Regent St, Berkeley, CA

8. Number of Directors on your governing Board: 5 How frequently does your Board meet?: 6 x /year
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☑
   If Yes, please explain: _____
9. Has your Board specifically agreed to sponsor this proposed program? Yes ☑ No ☐
   If Yes, please give date of approval: 7-15-98
   If No, please explain: _____
10. If you are proposing an occupational classroom or a vocational training program, is the program certified by the Council for Private Post-Secondary and Vocational Education? N/A Yes ☐ No ☐
    If Yes, please attach current copy of your approval.
    If No, please explain: _____
11. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes ☑ No ☐
    If Yes, date: 3 years ago By whom was the assessment performed? William Meyer Properties
12. Was your facility found to be accessible to the:
    mobile-impaired? Yes ☑ No ☐
    hearing-impaired? Yes ☑ No ☐
    visually-impaired? Yes ☑ No ☐
13. Will your proposed program be accessible to the:
    mobile-impaired? Yes ☑ No ☐
    hearing-impaired? Yes ☑ No ☐
    visually-impaired? Yes ☑ No ☐

    If No to any of the above, do you plan to make the needed modifications? Yes ☐ No ☐

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Jeanne M. Mellett
Program Director (Typed)

Signature

Aimee Gwynne Franklyn
Board Chairperson (Typed)

Signature

PARTICIPANT CHARACTERISTICS AND ENROLLMENT SUMMARIES

SUBCONTRACTOR: Refugee Transitions SUBCONTRACT #: _____

YEAR-ROUND PARTICIPANT CHARACTERISTICS ENROLLMENT GOALS

(Enter Number of Participants)

GENDER	Males	12
	Females	23
	Total	35
AGE	16 - 17	0
	18 - 21	5
	22 - 44	15
	45 - 54	10
	55+	5
	Total	35
ENGLISH PROFICIENCY	SPL 0 to 4	24
	SPL 5+	11
	Total	35
EMPLOYED WITH HEALTH BENEFITS		

COUNTRY OF ORIGIN OR ETHNICITY	Soviet Union	13
	Southeast Asia	12
	Latin America	0
	Africa	3
	Near East	5
	Eastern Europe	2
	Total	35
PUBLIC ASSISTANCE	RCA	16
	TANF	8
	GA	4
	SSI	0
	Food Stamps	7
	Total	35
	Not on aid	.
OLDER REFUGEE (50+)		10

PARTICIPANT ENROLLMENT SCHEDULE

(Enter Cumulative Number of Participants)

MONTH	TOTAL ENROLLED	TOTAL EMPLOYED	EMPLOYED 90 DAYS	NOT EMPLOYED	TERMINATED	GRANT REDUCT.	GRANT TERM.
OCTOBER 1998	3	0	0	0	0	0	0
NOVEMBER	7	0	0	0	0	0	0
DECEMBER	10	3	0	0	0	1	1
JANUARY 1999	14	7	0	0	2	2	2
FEBRUARY	17	10	0	0	3	3	4
MARCH	21	11	3	2	6	5	5
APRIL	24	13	7	4	13	7	5
MAY	27	15	10	7	17	9	6
JUNE	30	17	11	8	21	11	7
JULY	34	20	13	9	25	13	8
AUGUST	35	22	15	10	30	14	9
SEPTEMBER	35	24	17	11	35	15	9

SERVICE COMPONENTS PROPOSAL EVALUATION

PROPONENT: **TBC/AFRICAN IMMIGRANT & REFUGEE RESOURCE CTR.** PROPOSAL NO.: **5**

PROGRAM CRITERIA		PTS.
A.	Community Involvement, Coordination and Organizational Competence	
	1. Community Involvement and Coordination: Does the proposal have the support and involvement of the proposed targeted population, including MAAs? Is there evidence of coordination and consultation with existing refugee and/or non-refugee employment service programs and DHS? [5 pts.]	3
	2. Organizational Competence: The extent to which the proponent has demonstrated the ability to carry out the proposed program; includes past performance. [15 pts.]	10
B.	Program Design and Feasibility	
	1. Need: Does the proponent provide identifiable and quantifiable documentation that there is an established need within the refugee community for the proposed training or service? [10 pts.]	8
	2a. *FOR VT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified training to be provided in occupations in demand in the local economy and secured job commitments from employers to hire properly trained refugees within a specific time-frame? [10 pts.]	NA
	2b. *FOR ES, IR, OJT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified job search emphases that are consistent with local labor market demand (ES), or has the proponent identified training to be considered in occupations in demand in the local economy (IR), or has the proponent identified potential employers in demand occupations that will be targeted (OJT), and have proponents secured job commitments from employers to hire properly trained refugees within a specified time-frame? [10 pts.]	7
	2c. *FOR ACCULTURATION/SOCIAL ADJUSTMENT SERVICES COMPONENT ONLY* Volunteer/Other Outside Resources: Has the proponent identified how volunteers and/or other outside resources will be used to assist in providing cultural orientation and social adjustment services and/or other services to increase the level of services? [10 pts.]	NA
	3. Feasibility: How well is the program design developed and described? Are the proposed program strategies and goals feasible given the resources and personnel? Are the goals realistic, given past performance, if any? Has recruitment of eligible refugees been adequately addressed? [15 pts.]	11
C.	Response to the RFP: How well does the proponent respond to the RFP? [15 pts.]	10
D.	Program Effectiveness:	
	1. Cost Per Person Served: [10 pts.]	5
	2. Placement Rate: [10 pts.]	10
	3. Wage at Placement: [10 pts.]	4
	TOTAL	68

COMMENTS AND RECOMMENDATIONS

This proposal is recommended for funding in the amount of $32,711.

These funds will enableThird Baptist Church/African Immigrant & Refugee Resource Center (TBC/AIRRC) to operate an Employment Service (ES) and English Language Training (ELT) program for 15 refugees.

This proposal was confusing for the task force because the enrollment, placement, and wage goals on the program summary pages, the particpant characteristics form, and the narrative differ. Staff also felt that a per person cost of $2,138 is high for a total of 8 hours of small group workshops, 15 hours of individual workshops, approximately 10 hours of counseling with a job developer, and an indeterminate number of hours of English Language Training (only for those with 0 - 4 SPLs). This cost per person is also the highest proposed in the ES category. Staff also has concerns with the budget. The agency apparently intends to pay a full time job developer only $17,000 a year, and a full time ESL teacher only $12,500.

TBC/AIRRC proposes to place 80% of the refugees in jobs with a starting wage of $5.75. Its current placement rate is 60%. It ended last year with a 26% placement rate.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROGRAM SUMMARY

RECEIVED JUL 2 3 1998

THIS SECTION TO BE COMPLETED BY PIC STAFF	
DATE RECEIVED:	PROPOSAL NUMBER: 05

1. SPONSORING AGENCY: African Immigrant & Refugee Resource Center

ADDRESS: 942 Market Street, Suite 305, San Francisco, CA 94102

ZIP CODE:

DIRECTOR OF AGENCY: Ashirvadam Rayikanti

TELEPHONE NUMBER: 415-433-7300

2. PROPOSAL SUMMARY Include goals, objectives, methodology. Please use only the space provided below.

This proposal will provide an efficient employment service package for thirty (30) Bosnian, Russian, Cuban, Middle Eastern and Eastern European refugees. The services offered will include intake and assessment, employment orientation and prepatory training, employment counseling and job development job placement, vocational English language instruction and follow-up/retention counseling.

Twenty-one (21) of the thrity (30) enrollees will be placed in full-time, unsubsidized permanent employment. They will be placed into entry-level positions such as hotel and restaurant support personnel, food and beverage preparation or entry level clerical and sales occupations.

Based on past enrollment figures, we anticipate that approximately 60% or our enrollees will have low English proficiency (SPL 0-4). Therefore, our employment training workshops will be geared toward two separate English level groups. The first group will consist of SPL 0-4 and the second group SPL 5+. The former group will be placed into jobs which pay a minimum of $5.75-$6.25, the latter will be placed into jobs which pay a minimum of $6.25-$8.00 per hour.

The workshops will be comprised of two components: a small group workshop consisting of four two-hour sessions and approximately ten individualized follow-up workshops with the client's job developer. The small-group workshops will cover the following topics: orientation to the American job market, organizing a job search strategy, locating job openings, filling out job applications, inquiring about job openings in person and on the telephone, interview techniques and preparedness, transportation to an from possible job sites, resume and cover letter preparation, networking, communicating effectively with co-workers and supervisors, job retention and promotion.

During the individualized portion of the training, the job developer will tailor workshops to clients' individual needs, depending on their skills and work history. Topics mentioned above will be reviewed and new topics, such as cold-calling will be introduced based on client's capabilities.

The English as a Second Language instructor will provide Vocational ESL (VESL) training both to groups and individuals. As needed, instruction will continue post placement. We will provide VESL training in a classroom setting to all participants SPL 0-4, as well as individualized workshops. This will improve the client's English language skills and enable them to easily find and keep a job.

Participant's job searches will begin concurrently with employment training and VESL instruction. They will be placed into appropriate jobs as soon as openings become available. The Job Developers will provide individualized counseling including job leads, along with workshops and job development and will also monitor client's job searches. We will provide all services in a linguistically and culturally sensitive environment where emphasis is placed upon giving the client the tools to become self-sufficient.

3. TOTAL AMOUNT OF REQUEST IN THIS PROPOSAL: ..... $ 64,140

4. PROPOSED COST PER PERSON SERVED: (#3 ÷ #8) for E/T Service Components only... $ 2,138

5. PROPOSED PLACEMENT RATE: (#10 ÷ #9) for E/T Service Components only ..... 85 %

6. ESTIMATED NUMBER OF REFUGEES TO BE SERVED (CIP only) .....

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

7. PROGRAM ACTIVITY (Check as many as applicable)

- ☐ Central Intake Point (CIP)
- ☐ On-the-Job Training (OJT)
- ☐ Individual Referral (IR)
- ☒ Employment Services (ES) & ELT
- ☐ Acculturation/Social Adjustment Services
- ☐ Vocational Training (VT) & VESL
- ☐ Combination (specify) _____

8. NUMBER OF REFUGEES TO BE SERVED..... 30
9. NUMBER OF REFUGEES TO BE TERMINATED..... 30
10. NUMBER OF REFUGEES TO BE PLACED..... 24
11. STARTING PLACEMENT HOURLY WAGE:..... $ 5.75-6.25
12. PLACEMENT RATE (#10 ÷ #9)..... 80 %
    PLACEMENT RATE (SPL 0-4)..... 80 %
    PLACEMENT RATE (SPL 5+)..... 80 %

13. ENTRY REQUIREMENTS: Please describe the minimum ages, educational level, Student Performance Level (SPL) skills level, and employment barriers of the refugees you plan to enroll into the program.

Age(s): 18+

Educational Levels: No minimum levels required

Student Performance Levels (SPL): No minimum levels

Skills Level: No minimum levels required

Barriers to Employment: Specific to SPL 0-4: no previous work history few or no skills, insufficient education, lack of familiarity with culture and job expectations and childcare needs. Specific to SPL 5+: overseas education, credential requirements, lack of computer skills, unrealistic salary expectations.

14. EXIT ACHIEVEMENT LEVELS:

Educational Skills: INcreased understanding of AMerican job market carreer opportunities, educational opportunities

Job Skills: Ability to correctly complete applications. locate job openings, to actively participate in the job interviews.

Other: Better understanding of American values of time, work ethic work related communication skills, conflict resolution in the wor place, issues of promotion, developing a carreer path.

15. TRAINING OCCUPATIONS

6-digit OES Codes	OCCUPATIONAL TITLES
538000	Lodging/travel/realted service occupations
650990	Food & Beverage Industry
680350	Miscellaneous personal aid/service occupations
490230	Cashiers

16. PRE- AND POST-PROGRAM TESTING DEVICES: Please indicate what pre- and post-program testing devices will be used to determine the improvement made as a result of the refugee's participation in the program.

All participants will be tested after small group workshops with written or verbal tests to determine understnading of worksh op content. Computer tests will also be conducted if the clkient states that he/she is computer knowledgable.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT:

1. Are you incorporated? Yes X ☐ No ☐
   If Yes, date incorporated: FEBRUARY 1994
2. Tax Status: For Profit Not For-Profit State of Incorporation:
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? Yes X ☐ No ☐
   If No, have you ever been refused bonding? Yes ☐ No X ☐
   If Yes, please explain:
4. When was your last audit performed? in progress Who performed the audit? Calvin Laue
   If you have not been audited during the past two years, please explain:
5. Do you retain outside accounting services other than a CPA firm? Yes X ☐ No ☐
6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
Private Industry Council	$189,411	12 YEARS
Mayors Office of Development	$43,000	4 YEARS
Wajumbe Cultural Center	$3,000	1 YEAR

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
Chairmen of the Board	Mr. Odis Cook	1466 Waller Street, S.F. 94117
Secretary	Ms. Carrie Cook	1466 Waller Street, S.F. 94117
Treasurer	Mr. Dewitt Allen	107 Ashbury Street, S.F. 94117

8. Number of Directors on your governing Board: 11 How frequently does your Board meet?: ONCE PER MONTH ON THE LAST FRIDAY OF EACH MONTH
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No X ☐
   If Yes, please explain:
9. Has your Board specifically agreed to sponsor this proposed program? Yes X ☐ No ☐
   If Yes, please give date of approval: **June 26, 1998**
   If No, please explain:
10. If you are proposing an occupational classroom or a vocational training program, is the program certified by the Council for Private Post-Secondary and Vocational Education? Yes ☐ No ☐
    If Yes, please attach current copy of your approval.
    If No, please explain: AIRRC already has a classroom dedicated to specific job counceling classes avialble to clients
11. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes X ☐ No ☐

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

If Yes, date: May 4, 1995 By whom was the assessment performed? **Asian Neighborhood Design**

12. Was your facility found to be accessible to the:
    - mobile-impaired? Yes X ☐ No ☐
    - hearing-impaired? Yes ☐ No X ☐
    - visually-impaired? Yes X ☐ No ☐

13. Will your proposed program be accessible to the:
    - mobile-impaired? YesX ☐ No ☐
    - hearing-impaired? YesX ☐ No ☐
    - visually-impaired? YesX ☐ No ☐

If No to any of the above, do you plan to make the needed modifications? Yes ☐ No X ☐

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Ashirvadam Rayikanti — Program Director (Typed) — Signature

Mr. Odis Cook — Board Chairperson (Typed) — Signature

PARTICIPANT CHARACTERISTICS AND ENROLLMENT SUMMARIES

SUBCONTRACTOR: AIRRC SUBCONTRACT #: _____

YEAR-ROUND PARTICIPANT CHARACTERISTICS ENROLLMENT GOALS

(Enter Number of Participants)

GENDER	Males	17
	Females	13
	Total	30
AGE	16 - 17	
	18 - 21	
	22 - 44	23
	45 - 54	5
	55+	2
	Total	30
ENGLISH PROFICIENCY	SPL 0 to 4	22
	SPL 5+	8
	Total	30
EMPLOYED WITH HEALTH BENEFITS		24

COUNTRY OF ORIGIN OR ETHNICITY	Soviet Union	11
	Southeast Asia	
	Latin America	2
	Africa	5
	Near East	3
	Eastern Europe	7
	Total	30
PUBLIC ASSISTANCE	RCA	8
	TANF	8
	GA	6
	SSI	2
	Food Stamps	2
	Total	30
	Not on aid	4
OLDER REFUGEE (50+)		2

PARTICIPANT ENROLLMENT SCHEDULE

(Enter Cumulative Number of Participants)

MONTH	TOTAL ENROLLED	TOTAL EMPLOYED	EMPLOYED 90 DAYS	NOT EMPLOYED	TERMINATED	GRANT REDUCT.	GRANT TERM.
OCTOBER 1998	0	0	0	0	0	0	0
NOVEMBER	2	0	0	0	0	0	0
DECEMBER	4	1	0	0	1	0	0
JANUARY 1999	9	5	0	0	4	0	0
FEBRUARY	15	9	0	0	9	0	0
MARCH	19	14	1	1	15	1	0
APRIL	23	18	4	2	20	1	2
MAY	30	22	9	3	22	1	8
JUNE	30	23	14	4	24	2	8
JULY	30	23	14	4	24	2	8
AUGUST	30	24	18	5	28	4	12
SEPTEMBER	30	24	18	5	28	4	20

SERVICE COMPONENTS PROPOSAL EVALUATION

PROPONENT: **INTERNATIONAL INSTITUTE OF SAN FRANCISCO** PROPOSAL NO.:**6**

PROGRAM CRITERIA	PTS.
A. Community Involvement, Coordination and Organizational Competence	
1. Community Involvement and Coordination: Does the proposal have the support and involvement of the proposed targeted population, including MAAs? Is there evidence of coordination and consultation with existing refugee and/or non-refugee employment service programs and DHS? [5 pts.]	5
2. Organizational Competence: The extent to which the proponent has demonstrated the ability to carry out the proposed program; includes past performance. [15 pts.]	14
B. Program Design and Feasibility	
1. Need: Does the proponent provide identifiable and quantifiable documentation that there is an established need within the refugee community for the proposed training or service? [10 pts.]	8
2a. *FOR VT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified training to be provided in occupations in demand in the local economy and secured job commitments from employers to hire properly trained refugees within a specific time-frame? [10 pts.]	NA
2b. *FOR ES, IR, OJT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified job search emphases that are consistent with local labor market demand (ES), or has the proponent identified training to be considered in occupations in demand in the local economy (IR), or has the proponent identified potential employers in demand occupations that will be targeted (OJT), and have proponents secured job commitments from employers to hire properly trained refugees within a specified time-frame? [10 pts.]	NA
2c. *FOR ACCULTURATION/SOCIAL ADJUSTMENT SERVICES COMPONENT ONLY* Volunteer/Other Outside Resources: Has the proponent identified how volunteers and/or other outside resources will be used to assist in providing cultural orientation and social adjustment services and/or other services to increase the level of services? [10 pts.]	9
3. Feasibility: How well is the program design developed and described? Are the proposed program strategies and goals feasible given the resources and personnel? Are the goals realistic, given past performance, if any? Has recruitment of eligible refugees been adequately addressed? [15 pts.]	13
C. Response to the RFP: How well does the proponent respond to the RFP? [15 pts.]	15
D. Program Effectiveness:	
1. Cost Per Person Served: [10 pts.]	10
2. Placement Rate: [10 pts.]	NA
3. Wage at Placement: [10 pts.]	NA
TOTAL	74

COMMENTS AND RECOMMENDATIONS

This proposal is recommended for funding in the amount of $35,583.

These funds will enable the International Institute of San Francisco (IISF) to provide acculturation and social adjustment services to 132 refugees. The program includes four hours per week of small group English conversation classes, two hours per week of individual tutoring, individual counseling including employment counseling, and field trips.

Staff is concerned that IISF proposes to serve a very narrow population (only former Soviet Union refugees are noted on the participant characteristics form) and all of them are to be 50 years of age or older. Since this is the largest acculturation program recommended for funding, these enrollment constraints may block access to these services for many refugees who need them.

In addition, IISF currently is receiving $70,000 to operate a social services and citizenship program for elderly refugees, 63 years of age and older. It did not have any enrollments into its social services component through June 1998. Apparently eligible refugees are already receiving these services through the acculturation program. Staff feels that if next year's acculturation program focuses entirely on older refugees, this will only exacerbate IISF's current elderly program enrollment dilemma.

Programs designed for older refugees were deemed a priority by the Refugee Committee, and staff interpreted that directive to mean that the Committee wished priority given to programs that focused on getting older refugees jobs because there are no such programs available now. Since employment of older refugees is not the main focus of this program, the proposal was not given special preference.

Currently, IISF has enrolled 199 of the planned 225 (88%) through June 1998. As an acculturation program, IISF has no placements planned and has not reported any.

RECEIVED JUL 2 3 1998

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROGRAM SUMMARY

THIS SECTION TO BE COMPLETED BY PIC STAFF	
DATE RECEIVED:	PROPOSAL NUMBER: 06

1. SPONSORING AGENCY: International Institute of San Francisco

ADDRESS: 657 Mission Street, Suite 500, San Francisco, CA ZIP CODE: 94105

DIRECTOR OF AGENCY: Ms. Margi Dunlap TELEPHONE NUMBER: (415) 538-8100 ext. 215

2. PROPOSAL SUMMARY Include goals, objectives, methodology. Please use only the space provided below.

The International Institute of San Francisco is requesting a grant of $64,694 to provide social adjustment and acculturation to a population of 240 predominantly Russian and Eastern European refugees who are over 50 years of age and have been in the country less than five years. Services lasting up to a year will be provided at a cost of $269.56 per person. The Institute will contribute 42% of the cost of the program from other resources.

GOAL: The goal of the program is to enable older refugees to gain skills and knowledge that will increase their understanding of basic systems of daily living in the United States, with the result that their ability to interact with those systems is effective, appropriate, and productive. They will be better prepared to become employed, self-reliant members of the community.

OBJECTIVES: 240 refugees will join the program. Many will participate in more than one of the following activities:

- 150 refugees will participate in small group English conversation classes.
- 125 refugees will seek individual counseling for human relations, housing, health and welfare problems.
- 50 refugees will participate in specifically designed role-play activities focusing on specific problems they aim to solve.
- 150 refugees will join civic participation groups and activities..
- 30 refugees will participate in employment counseling.
- 80 refugees will receive individual tutoring in English from a native speaker.

METHODS: The methods used to achieve these objectives are individual counseling, group discussions, tutoring, classes, role-playing and role modeling, and civic participation activities. Activities are led by culturally and linguistically appropriate staff.

3. TOTAL AMOUNT OF REQUEST IN THIS PROPOSAL: $ 64,694

4. PROPOSED COST PER PERSON SERVED: (#3 ÷ #8) for E/T Service Components only... $ 269.56

5. PROPOSED PLACEMENT RATE: (#10 ÷ #9) for E/T Service Components only ..... %

6. ESTIMATED NUMBER OF REFUGEES TO BE SERVED (CIP only) .....

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

7. PROGRAM ACTIVITY (Check as many as applicable)

- ☐ Central Intake Point (CIP)
- ☐ On-the-Job Training (OJT)
- ☐ Individual Referral (IR)
- ☐ Employment Services (ES) & ELT
- ☒ Acculturation/Social Adjustment Services
- ☐ Vocational Training (VT) & VESL
- ☐ Combination (specify) _____

8. NUMBER OF REFUGEES TO BE SERVED..... 240

9. NUMBER OF REFUGEES TO BE TERMINATED..... 240

10. NUMBER OF REFUGEES TO BE PLACED..... 20

11. STARTING PLACEMENT HOURLY WAGE:..... $6.00

12. PLACEMENT RATE (#10 ÷ #9)..... 8 %

PLACEMENT RATE (SPL 0-4)..... 2 %

PLACEMENT RATE (SPL 5 ÷)..... 10 %

13. ENTRY REQUIREMENTS: Please describe the minimum ages, educational level, Student Performance Level (SPL) skills level, and employment barriers of the refugees you plan to enroll into the program.

Age(s): 50+

Educational Levels: None

Student Performance Levels (SPL): All

Skills Level: _____

Barriers to Employment: Lack of English, age, health.

14. EXIT ACHIEVEMENT LEVELS:

Educational Skills: Varies

Job Skills: _____

Other: Increased job readiness through knowledge of social interactions and basic systems of daily living.

15. TRAINING OCCUPATIONS

6-digit OES Codes	OCCUPATIONAL TITLES
Not applicable	

16. PRE- AND POST-PROGRAM TESTING DEVICES: Please indicate what pre- and post-program testing devices will be used to determine the improvement made as a result of the refugee's participation in the program.

To be developed.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: International Institute of San Francisco

1. Are you incorporated? Yes [X] No [ ]
   If Yes, date incorporated: 1946
2. Tax Status: For Profit [ ] Not For-Profit [X] State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? Yes [X] No [ ]
   If No, have you ever been refused bonding? Yes [ ] No [ ]
   If Yes, please explain: _____
4. When was your last audit performed? 1997 Who performed the audit? Jewell & Langsdale CPA
   If you have not been audited during the past two years, please explain: _____
5. Do you retain outside accounting services other than a CPA firm? Yes [X] No [ ]
   Mind Your Business Inc., independent fiscal contractor
6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
Client fees	$ 180,000	FY97/98
Dept. of Public Health	$ 300,000	FY97/98
SH Cowell Foundation	$ 48,000	FY97/98

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
President	Susan B. Taha	3229 Broderick St. SF, CA. 94123
Treasurer	Wells Whitney	1308 Montgomery St., SF, CA 9413
Secretary	Zuzana Goldstein	55 New Montgomery St., #622, SF, CA 9410

8. Number of Directors on your governing Board: 14 How frequently does your Board meet?: 6X/yr
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes [ ] No [X]
   If Yes, please explain: _____
9. Has your Board specifically agreed to sponsor this proposed program? Yes [X] No [ ]
   If Yes, please give date of approval: July 22 1998
   If No, please explain: _____
10. If you are proposing an occupational classroom or a vocational training program, is the program certified by the Council for Private Post-Secondary and Vocational Education? Not applicable Yes [ ] No [ ]
    If Yes, please attach current copy of your approval.
    If No, please explain: _____
11. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes [ ] No [X]
    If Yes, date: _____ By whom was the assessment performed? _____
12. Was your facility found to be accessible to the:
    mobile-impaired? Yes [X] No [ ]
    hearing-impaired? Yes [X] No [ ]
    visually-impaired? Yes [X] No [ ]
13. Will your proposed program be accessible to the:
    mobile-impaired? Yes [X] No [ ]
    hearing-impaired? Yes [X] No [ ]
    visually-impaired? Yes [X] No [ ]
    If No to any of the above, do you plan to make the needed modifications? Yes [ ] No [ ]

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Margi Dunlap
Program Director (Typed)

Margaret Dunlap
Signature

Susan B. Taha
Board Chairperson (Typed)

Susan Taha, Pres.
Signature

RFG 125 Rev. 07/01/97

PARTICIPANT CHARACTERISTICS AND ENROLLMENT SUMMARIES

SUBCONTRACTOR: International Institute of San Francisco

SUBCONTRACT #: _____

YEAR-ROUND PARTICIPANT CHARACTERISTICS ENROLLMENT GOALS

(Enter Number of Participants)

GENDER	Males	116
	Females	124
	Total	240

AGE	16 - 17	
	18 - 21	
	22 - 44	
	45 - 54	40
	55+	200
	Total	240

ENGLISH PROFICIENCY	SPL 0 to 4	220
	SPL 5+	20
	Total	240

COUNTRY OF ORIGIN OR ETHNICITY	Soviet Union	240
	Southeast Asia	
	Latin America	
	Africa	
	Near East	
	Eastern Europe	
	Total	240

PUBLIC ASSISTANCE	RCA	10
	TANF	
	GA	
	SSI	225
	Food Stamps	235
	Total	235
	Not on aid	5

EMPLOYED WITH HEALTH BENEFITS		OLDER REFUGEE (50+)	

PARTICIPANT ENROLLMENT SCHEDULE

(Enter Cumulative Number of Participants)

MONTH	TOTAL ENROLLED	TOTAL EMPLOYED	EMPLOYED 90 DAYS	NOT EMPLOYED	TERMINATED	GRANT REDUCT.	GRANT TERM.
OCTOBER 1998	20			20			
NOVEMBER	40			40			
DECEMBER	60	1		59			
JANUARY 1999	80	2		78			
FEBRUARY	100	3		97			
MARCH	120	4		116			
APRIL	140	6		134			
MAY	160	8		152			
JUNE	180	11		169			
JULY	200	14		186			
AUGUST	220	17		203			
SEPTEMBER	240	20		220	240		

SERVICE COMPONENTS PROPOSAL EVALUATION

PROPONENT: **CAREER RESOURCES DEVELOPMENT CENTER** PROPOSAL NO.:**7**

PROGRAM CRITERIA		PTS.
A.	Community Involvement, Coordination and Organizational Competence	
1.	Community Involvement and Coordination: Does the proposal have the support and involvement of the proposed targeted population, including MAAs? Is there evidence of coordination and consultation with existing refugee and/or non-refugee employment service programs and DHS? [5 pts.]	4
2.	Organizational Competence: The extent to which the proponent has demonstrated the ability to carry out the proposed program; includes past performance. [15 pts.]	9
B.	Program Design and Feasibility	
1.	Need: Does the proponent provide identifiable and quantifiable documentation that there is an established need within the refugee community for the proposed training or service? [10 pts.]	7
2a.	*FOR VT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified training to be provided in occupations in demand in the local economy and secured job commitments from employers to hire properly trained refugees within a specific time-frame? [10 pts.]	7
2b.	*FOR ES, IR, OJT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified job search emphases that are consistent with local labor market demand (ES), or has the proponent identified training to be considered in occupations in demand in the local economy (IR), or has the proponent identified potential employers in demand occupations that will be targeted (OJT), and have proponents secured job commitments from employers to hire properly trained refugees within a specified time-frame? [10 pts.]	NA
2c.	*FOR ACCULTURATION/SOCIAL ADJUSTMENT SERVICES COMPONENT ONLY* Volunteer/Other Outside Resources: Has the proponent identified how volunteers and/or other outside resources will be used to assist in providing cultural orientation and social adjustment services and/or other services to increase the level of services? [10 pts.]	NA
3.	Feasibility: How well is the program design developed and described? Are the proposed program strategies and goals feasible given the resources and personnel? Are the goals realistic, given past performance, if any? Has recruitment of eligible refugees been adequately addressed? [15 pts.]	10
C.	Response to the RFP: How well does the proponent respond to the RFP? [15 pts.]	10
D.	Program Effectiveness:	
1.	Cost Per Person Served: [10 pts.]	10
2.	Placement Rate: [10 pts.]	9
3.	Wage at Placement: [10 pts.]	6
	TOTAL	**72**

COMMENTS AND RECOMMENDATIONS

This proposal is recommended for funding in the amount of $85,800.

This funding will enable Career Resources Development Center (CRDC) to operate a clerical and a medical/clerical training program for thirty-nine (39) refugees. The training includes concurrent Vocational English as a Second Language (VESL) training.

The program design is the same as the currently funded program and includes a total of 630 hours: 495 hours of classroom instruction and 135 hours of on-site workplace training. The proposed medical/clerical training includes a total of 665 hours: 515 hours of classroom instruction and 150 hours of on-site workplace training. The proposal indicates that the computer curriculum has been upgraded to MS Office 97 and the upgrade will continue this year to include system networking, online access, and Windows 98.

The agency has proposed two cycles of 26 refugees each. Because CalWORKs referrals to our programs cannot be quaranteed to be made at specific times, and because CalWORKs participants cannot wait a month or longer for a cycle to begin, and because RCA clients must enroll in a program within 30 days of receipt of aid, staff suggests that the agency consider planning three cycles of 13 each. This should increase the likelihood of reaching the overall enrollment goal. The current program has two cycles of 13

each. If there are additional funds in the future, and if this program is achieving its goals at that time, staff recommends that consideration be given to funding another cycle, if time permits, for 13 participants.

CRDC proposes to place 90% of the refugees in training related jobs, with a starting wage of $6.85 per hour. The actual employment entry rate last year was 42%. Currently, the program has met its enrollment goal and is at 82% of its placement goal. The employment entry rate at the end of June 1998 was 100%.

The proposal listed a bilingual Bosnian instructor and a bilingual Russian instructor. Staff is unclear as to whether these program positions are currently filled or are newly created.

The proposal also included many references to GAIN and AFDC, which no longer exist. The proposal did not indicate CRDC's knowledge of current refugee referral issues, priorities, or procedures.

RECEIVED JUL 2 3 1998

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROGRAM SUMMARY

THIS SECTION TO BE COMPLETED BY PIC STAFF

DATE RECEIVED: | PROPOSAL NUMBER: 07

1. SPONSORING AGENCY: Career Resources Development Center

ADDRESS: 655 Geary St.

San Francisco, CA ZIP CODE: 94102

DIRECTOR OF AGENCY: Mojdeh Rezaee, Ph.D. TELEPHONE NUMBER: (415) 775-8880

2. PROPOSAL SUMMARY Include goals, objectives, methodology. Please use only the space provided below.

Overall Summary

Career Resources Development Center (CRDC) proposes a comprehensive VT program of vocational skills and vocational ESL language training, employment counseling, on-site workplace training, and job placement services for 52 refugees with SPL levels of 3 and above. Refugees of diverse ethnicities and backgrounds will be served by CRDC's experienced Russian, Chinese, and Vietnamese staff. Employer-based curriculum will be used to provide training in two fields: Clerical and Medical/Clerical. The goal of the proposed program is to enhance the long term economic self-sufficiency of 52 refugees, who are refugee cash assistance recipients and welfare-dependent, by qualifying them for full-time employment in occupations in demand in the local labor market.

Objectives

To provide 630 hours of clerical training, 495 hours of classroom instruction and 135 hours of on-site workplace training, to 26 participants, over a 18-week training period;
To provide 665 hours of medical/clerical training, 515 hours of classroom instruction and 150 hours of on-site workplace training, to 26 participants, over a 19-week training period;
To ensure that at least 49 (95%) participants complete training an result in a positive termination;
To place at least 47 (90%) graduates into permanent, full-time, training-related positions.

Methodology

Participants receive 7 hours intensive classroom instruction daily during the first half of the training period, and then 4 hours class instruction and 3 hours jobsite internship daily during the second half of training. Classroom training and internship will be complemented with counseling which focuses on acculturation and socialization skills, developing self-confidence and self-esteem, and motivation building. CRDC's business and health care partners provide input into curriculum design, training operations, jobsite internships and opportunities for employment.

This comprehensive and holistic training design has proven to be the most effective and practical model of vocational training since over the past 30 years CRDC's job training and placement programs have successfully helped over 12,000 disadvantaged Bay Area residents become gainfully employed.

3. TOTAL AMOUNT OF REQUEST IN THIS PROPOSAL:..... $ 114,400.00

4. PROPOSED COST PER PERSON SERVED: (#3 ÷ #8) for E/T Service Components only... $ 2,200.00

5. PROPOSED PLACEMENT RATE: (#10 ÷ #9) for E/T Service Components only ..... 90 %

6. ESTIMATED NUMBER OF REFUGEES TO BE SERVED (CIP only)..... 52

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

7. PROGRAM ACTIVITY (Check as many as applicable)

- ☐ Central Intake Point (CIP)
- ☐ On-the-Job Training (OJT)
- ☐ Individual Referral (IR)
- ☐ Employment Services (ES) & ELT
- ☐ Acculturation/Social Adjustment Services
- ☒ Vocational Training (VT) & VESL
- ☐ Combination (specify) _____

8. NUMBER OF REFUGEES TO BE SERVED..... 52

9. NUMBER OF REFUGEES TO BE TERMINATED..... 49

10. NUMBER OF REFUGEES TO BE PLACED..... 47

11. STARTING PLACEMENT HOURLY WAGE:..... $7.00

12. PLACEMENT RATE (#10 ÷ #9)..... 90 %

PLACEMENT RATE (SPL 0-4)..... 90 %

PLACEMENT RATE (SPL 5+)..... 90 %

13. ENTRY REQUIREMENTS: Please describe the minimum ages, educational level, Student Performance Level (SPL) skills level, and employment barriers of the refugees you plan to enroll into the program.

Age(s): 18-65

Educational Levels: no entrance requirements

Student Performance Levels (SPL): 3 and above

Skills Level: No requirements. Must be interested in targetted occupations.

Barriers to Employment: Limited English, unfamiliarity with job market and working culture.

14. EXIT ACHIEVEMENT LEVELS:

Educational Skills: Increase a minimum of 3 scale scores on CASAS

Job Skills: Typing increase 20 wpm, 10-Key increase of 80 spm.
70% competency in MS Word, Excel, Medical Terminology.

Other: 70% competency in Access, Medical Manager/Billing.
Produce resume, standard letters, and memos.

15. TRAINING OCCUPATIONS

6-digit OES Codes	OCCUPATIONAL TITLES
553470	General Office Clerk
329110	Medical Records Technicians
551050	Medical Secretaries
531050	Selected Banking, Security, Finance, Credit Clerks
490110	General Saleperson

16. PRE- AND POST-PROGRAM TESTING DEVICES: Please indicate what pre- and post-program testing devices will be used to determine the improvement made as a result of the refugee's participation in the program.

CASAS
Cortez Peters Typing
CRDC developed tests for skills classes

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: Career Resources Development Center

1. Are you incorporated? Yes [X] No [ ]
   If Yes, date incorporated: 3/31/1966
2. Tax Status: For Profit [ ] Not For-Profit [X] State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? Yes [X] No [ ]
   If No, have you ever been refused bonding? Yes [ ] No [ ]
   If Yes, please explain: CRDC has coverage with Great American for $2,000,000.00
4. When was your last audit performed? 6/30/97 Who performed the audit? Chek F. Tan, CPA
   If you have not been audited during the past two years, please explain:
5. Do you retain outside accounting services other than a CPA firm? Yes [X] No [ ]
   Pay Data, Payroll services
6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
Department of Education	$ 871,046.00	1995-1996
Department of Education	$ 871,046.00	1996-1997
Department of Education	$ 871,046.00	1997-1998

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
Chairperson	Vic Eisner	655 Geary St. SF 94102
Vice Chair	Anna Mok	655 Geary St. SF 94102
Secretary	William Jeong	655 Geary St. SF 94102

8. Number of Directors on your governing Board: 8 How frequently does your Board meet?: monthly
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes [ ] No [X]
   If Yes, please explain:
9. Has your Board specifically agreed to sponsor this proposed program? Yes [X] No [ ]
   If Yes, please give date of approval: July 13, 1998
   If No, please explain:
10. If you are proposing an occupational classroom or a vocational training program, is the program certified by the Council for Private Post-Secondary and Vocational Education? Yes [X] No [ ]
    If Yes, please attach current copy of your approval.
    If No, please explain:
11. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes [X] No [ ]
    If Yes, date: 9/1992 By whom was the assessment performed? Paul Imperiale, MOCD
12. Was your facility found to be accessible to the:
    mobile-impaired? Yes [ ] No [X]
    hearing-impaired? Yes [X] No [ ]
    visually-impaired? Yes [X] No [ ]
13. Will your proposed program be accessible to the:
    mobile-impaired? Yes [ ] No [X]
    hearing-impaired? Yes [X] No [ ]
    visually-impaired? Yes [X] No [ ]
    If No to any of the above, do you plan to make the needed modifications? Yes [X] No [ ]

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Mojdeh Rezaee, Ph.D.
Executive Program Director (Typed)

Mojdeh Rezaee
Signature

Vic Eisner
Board Chairperson (Typed)

Vic Eisner
Signature

PARTICIPANT CHARACTERISTICS AND ENROLLMENT SUMMARIES

SUBCONTRACTOR: CRDC-VT

SUBCONTRACT #: 111F951H6

CAP-FUNDED PARTICIPANT CHARACTERISTICS ENROLLMENT GOALS

(Enter Number of Participants)

GENDER	Males	19
	Females	33
	Total	52

AGE	16 - 17	0
	18 - 21	3
	22 - 44	41
	45 - 54	6
	55+	2
	Total	52

ENGLISH PROFICIENCY	SPL 0 to 4	14
	SPL 5+	38
	Total	52

COUNTRY OF ORIGIN OR ETHNICITY	Soviet Union	40
	Southeast Asia	4
	Latin America	0
	Africa	0
	Near East	0
	Eastern Europe	8
	Total	52

PUBLIC ASSISTANCE	RCA	45
	TANF	6
	GA	1
	SSI	0
	Food Stamps	0
	Total	52
	Not on aid	0

EMPLOYED WITH HEALTH BENEFITS	34

OLDER REFUGEE (50+)	4

PARTICIPANT ENROLLMENT SCHEDULE

(Enter Cumulative Number of Participants)

MONTH	TOTAL ENROLLED	TOTAL EMPLOYED	EMPLOYED 90 DAYS	NOT EMPLOYED	TERMINATED	GRANT REDUCT.	GRANT TERM.
OCTOBER 1998	0	0	0	0	0	0	0
NOVEMBER	26	0	0	0	0	0	0
DECEMBER	26	0	0	0	0	0	0
JANUARY 1999	26	0	0	0	0	0	0
FEBRUARY	52	0	0	0	0	0	0
MARCH	52	8	0	0	26	0	7
APRIL	52	13	0	0	26	0	12
MAY	52	26	0	0	26	3	23
JUNE	52	32	8	2	26	3	29
JULY	52	39	13	3	26	4	35
AUGUST	52	42	31	4	26	4	38
SEPTEMBER	52	47	39	5	52	5	42

SERVICE COMPONENTS PROPOSAL EVALUATION

PROPONENT: **CAREER RESOURCES DEVELOPMENT CENTER** PROPOSAL NO.:8

PROGRAM CRITERIA		PTS.
A.	Community Involvement, Coordination and Organizational Competence	
	1. Community Involvement and Coordination: Does the proposal have the support and involvement of the proposed targeted population, including MAAs? Is there evidence of coordination and consultation with existing refugee and/or non-refugee employment service programs and DHS? [5 pts.]	4
	2. Organizational Competence: The extent to which the proponent has demonstrated the ability to carry out the proposed program; includes past performance. [15 pts.]	7
B.	Program Design and Feasibility	
	1. Need: Does the proponent provide identifiable and quantifiable documentation that there is an established need within the refugee community for the proposed training or service? [10 pts.]	7
	2a. *FOR VT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified training to be provided in occupations in demand in the local economy and secured job commitments from employers to hire properly trained refugees within a specific time-frame? [10 pts.]	NA
	2b. *FOR ES, IR, OJT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified job search emphases that are consistent with local labor market demand (ES), or has the proponent identified training to be considered in occupations in demand in the local economy (IR), or has the proponent identified potential employers in demand occupations that will be targeted (OJT), and have proponents secured job commitments from employers to hire properly trained refugees within a specified time-frame? [10 pts.]	7
	2c. *FOR ACCULTURATION/SOCIAL ADJUSTMENT SERVICES COMPONENT ONLY* Volunteer/Other Outside Resources: Has the proponent identified how volunteers and/or other outside resources will be used to assist in providing cultural orientation and social adjustment services and/or other services to increase the level of services? [10 pts.]	NA
	3. Feasibility: How well is the program design developed and described? Are the proposed program strategies and goals feasible given the resources and personnel? Are the goals realistic, given past performance, if any? Has recruitment of eligible refugees been adequately addressed? [15 pts.]	9
C.	Response to the RFP: How well does the proponent respond to the RFP? [15 pts.]	10
D.	Program Effectiveness:	
	1. Cost Per Person Served: [10 pts.]	7
	2. Placement Rate: [10 pts.]	10
	3. Wage at Placement: [10 pts.]	7
	TOTAL	68

COMMENTS AND RECOMMENDATIONS

This proposal is recommended for funding in the amount of $37,910.

This funding will enable Career Resources Development Center (CRDC) to operate an employment services (ES) program for twenty-four (24) refugees.

The proposed program is rather confusing because in addition to the usual ES services [concurrent English Language Training (ELT), job search workshops, etc.], it also includes vocational training in hospitality and home health care. Thus it appears that only refugees interested in these two occupational areas would enroll into this program. Staff is recommending this program as an ES program without any specific vocational training.

Staff is also concerned because the planned 10 hours per week of services does not meet the CalWORKs participation requirements for the clients (although CRDC expects 93% of enrollees to be RCA clients, according to the participant characteristics form). The proposal mentions professional job placement and counseling staff who are bilingual in Bosnian, in addition to other languages. Staff is unclear as to whether the Bosnian position is currently filled or will be newly created. CRDC has had significant staff turnover, some of which has directly affected its ES program.

The proposal score may be inflated because CRDC proposes to place an unrealistic 80% of the refugees in jobs with a starting wage of $6.75 per hour. The actual employment entry rate for this program last year was 25%. Currently, the program is at 32% of its planned enrollment goal and is at 33% of its placement goal. The employment entry rate at the end of June 1998 was 62%.

The proposal included many references to GAIN and AFDC, which no longer exist. The proposal did not indicate CRDC's knowledge of current refugee referral issues, priorities of service, or procedures.

RECEIVED JUL 2 3 1998

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROGRAM SUMMARY

THIS SECTION TO BE COMPLETED BY PIC STAFF

DATE RECEIVED: | PROPOSAL NUMBER: 08

1. SPONSORING AGENCY: Career Resources Development Center

ADDRESS: 655 Geary St.

San Francisco, CA ZIP CODE: 94102

DIRECTOR OF AGENCY: Mojdeh Rezaee, Ph.D. TELEPHONE NUMBER: (415) 775-8880

2. PROPOSAL SUMMARY Include goals, objectives, methodology. Please use only the space provided below.

Overall Summary

Career Resources Development Center (CRDC) proposes to operate an Employment Services (ES) program serving 60 refugees of 0-7 SPL levels, 80% of which will have SPL levels 0-4. In addition to receiving assessment and job placement services delivered by bilingual Russian and Chinese/Vietnamese speaking program staff, participants will receive a total of up to 150 hours of combined English Language Training (ELT) and Vocational English-as-a-Second Language (VESL) Training integrating career exploration, strategies for successful transitions into targeted jobs, keys to success in maintaining employment and cultural adjustment, and workplace communication and Job Search Skills Training.

Goal

To assist 60 refugees' economic self-sufficiency and long-term employment success by providing employment services and ELT/VESL and assisting placement into full-time employment in targeted occupations in demand in the local labor market. Approximately 80% of participants will be placed in to full-time, un-subsidized jobs with an average wage at placement of $7.00.

Objectives

To address barrier to employment: limited English skills, lack of familiarity with the American job market, lack of cultural knowledge of American workplace practices, and little or no knowledge of job search methods; and to provide language and vocational training and assessment services to assist refugees in identifying appropriate employment service needs; a total of 150 hours of combined ELT/VESL training, Job Search Skills, and vocational training to participants; orientation to a variety of workplaces through worksite visits; follow-up which will assist refugees in making successful transitions into employment; services delivered in a flexible and responsive manner on a case-by-case basis; to address the special needs of the participants.

Methodology

CRDC has a long history of providing VESL, employment and placement services to immigrants and refugees in San Francisco. The proposed program intends to deliver employment services to 100 refugees in 15-week, 10 hours per week cycles. The number of cycles will be determined by refugees' entry dates into CRDC's services and will result in class sizes no larger than 20 students per class. Upon entry into CRDC's proposed ES program, participants will be assessed and program service requirements will be determined. Through more than 30 years of experience, CRDC has established strong working relations with hundreds of employers in the Bay Area, including many in production, child care, health care, hospitality, business and business service industries. If funded, CRDC will continue to expand its contacts in these industries, with particular emphasis placed on employers who are committed to working successfully with refugees.

3. TOTAL AMOUNT OF REQUEST IN THIS PROPOSAL: $ 96,061.00

4. PROPOSED COST PER PERSON SERVED: (#3 ÷ #8) for E/T Service Components only... $ 1,601.02

5. PROPOSED PLACEMENT RATE: (#10 ÷ #9) for E/T Service Components only ..... 80 %

6. ESTIMATED NUMBER OF REFUGEES TO BE SERVED (CIP only)..... 60

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

7. PROGRAM ACTIVITY (Check as many as applicable)

- ☐ Central Intake Point (CIP)
- ☐ On-the-Job Training (OJT)
- ☐ Individual Referral (IR)
- ☒ Employment Services (ES) & ELT
- ☐ Acculturation/Social Adjustment Services
- ☐ Vocational Training (VT) & VESL
- ☐ Combination (specify) _____

8. NUMBER OF REFUGEES TO BE SERVED: 60
9. NUMBER OF REFUGEES TO BE TERMINATED: 60
10. NUMBER OF REFUGEES TO BE PLACED: 48
11. STARTING PLACEMENT HOURLY WAGE: $7.00

12. PLACEMENT RATE (#10 ÷ #9): 80 %
PLACEMENT RATE (SPL 0-4): 80 %
PLACEMENT RATE (SPL 5+): 80 %

13. ENTRY REQUIREMENTS: Please describe the minimum ages, educational level, Student Performance Level (SPL) skills level, and employment barriers of the refugees you plan to enroll into the program.

Age(s): 18-64

Educational Levels: No requirements.

Student Performance Levels (SPL): 0-7

Skills Level: No requirements.

Barriers to Employment: Economically and culturally disadvantaged; unfamiliar with job market opportunities and job search practices; unfamiliar with interviewing techniques as well as workplace cultural practices; inadequate language proficiency.

14. EXIT ACHIEVEMENT LEVELS:

Educational Skills: Increase a minimum of 3 scale scores on CASAS

Job Skills: Produce resume, cover letter, and thank you letters.

Other: Display successful interview techniques with language clarity. Demonstrated ability to seek and maintain employment.

15. TRAINING OCCUPATIONS

6-digit OES Codes	OCCUPATIONAL TITLES
660110	Home Health Care Workers
939560	Assemblers and Fabricators
650410	Combined Food Preparation and Service Workers
895020	Fabric and Apparel Patternmakers/Layout Workers
490110	Salespersons

16. PRE- AND POST-PROGRAM TESTING DEVICES: Please indicate what pre- and post-program testing devices will be used to determine the improvement made as a result of the refugee's participation in the program.

CASAS
CRDC developed tests for skills classes

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: Career Resources Development Center

1. Are you incorporated? Yes [X] No [ ]
   If Yes, date incorporated: 3/31/1966
2. Tax Status: For Profit [ ] Not For-Profit [X] State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? Yes [X] No [ ]
   If No, have you ever been refused bonding? Yes [ ] No [ ]
   If Yes, please explain: CRDC has coverage with Great American for $2,000,000.00
4. When was your last audit performed? 6/30/97 Who performed the audit? Chek F. Tan, CPA
   If you have not been audited during the past two years, please explain:
5. Do you retain outside accounting services other than a CPA firm? Yes [X] No [ ]
   Pay Data, Payroll services
6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
Department of Education	$ 871,046.00	1995-1996
Department of Education	$ 871,046.00	1996-1997
Department of Education	$ 871,046.00	1997-1998

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
Chairperson	Vic Eisner	655 Geary St. SF 94102
Vice Chair	Anna Mok	655 Geary St. SF 94102
Secretary	William Jeong	655 Geary St. SF 94102

8. Number of Directors on your governing Board: 8 How frequently does your Board meet?: monthly
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes [ ] No [X]
   If Yes, please explain:
9. Has your Board specifically agreed to sponsor this proposed program? Yes [X] No [ ]
   If Yes, please give date of approval: July 13, 1998
   If No, please explain:
10. If you are proposing an occupational classroom or a vocational training program, is the program certified by the Council for Private Post-Secondary and Vocational Education? Yes [X] No [ ]
    If Yes, please attach current copy of your approval.
    If No, please explain:
11. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes [X] No [ ]
    If Yes, date: 9/1992 By whom was the assessment performed? Paul Imperiale, MOCD
12. Was your facility found to be accessible to the:
    mobile-impaired? Yes [ ] No [X]
    hearing-impaired? Yes [X] No [ ]
    visually-impaired? Yes [X] No [ ]
13. Will your proposed program be accessible to the:
    mobile-impaired? Yes [ ] No [X]
    hearing-impaired? Yes [X] No [ ]
    visually-impaired? Yes [X] No [ ]
    If No to any of the above, do you plan to make the needed modifications? Yes [X] No [ ]

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Mojdeh Rezaee, Ph.D.
Executive Program Director (Typed)

Mojdeh Rezaee
Signature

Vic Eisner
Board Chairperson (Typed)

Vic Eisner
Signature

PARTICIPANT CHARACTERISTICS AND ENROLLMENT SUMMARIES

SUBCONTRACTOR: CRDC-ES

SUBCONTRACT #: 111F951Pc

YEAR ROUND PARTICIPANT CHARACTERISTICS ENROLLMENT GOALS

(Enter Number of Participants)

GENDER	Males	20
	Females	40
	Total	60

AGE	16 - 17	0
	18 - 21	4
	22 - 44	47
	45 - 54	7
	55+	2
	Total	60

ENGLISH PROFICIENCY	SPL 0 to 4	52
	SPL 5+	8
	Total	60

COUNTRY OF ORIGIN OR ETHNICITY	Soviet Union	20
	Southeast Asia	20
	Latin America	0
	Africa	0
	Near East	0
	Eastern Europe	20
	Total	60

PUBLIC ASSISTANCE	RCA	56
	TANF	4
	GA	0
	SSI	0
	Food Stamps	0
	Total	60
	Not on aid	0

EMPLOYED WITH HEALTH BENEFITS	38
OLDER REFUGEE (50+)	5

PARTICIPANT ENROLLMENT SCHEDULE

(Enter Cumulative Number of Participants)

MONTH	TOTAL ENROLLED	TOTAL EMPLOYED	EMPLOYED 90 DAYS	NOT EMPLOYED	TERMINATED	GRANT REDUCT.	GRANT TERM.
OCTOBER 1998	0	0	0	0	0	0	0
NOVEMBER	20	0	0	0	0	0	0
DECEMBER	20	2	0	0	2	0	0
JANUARY 1999	20	7	0	3	10	1	2
FEBRUARY	40	10	0	4	14	2	4
MARCH	40	16	1	5	21	2	7
APRIL	40	20	6	6	26	3	11
MAY	40	24	9	7	31	3	14
JUNE	60	28	16	8	36	6	16
JULY	60	32	20	9	41	10	19
AUGUST	60	40	24	10	50	15	22
SEPTEMBER	60	48	35	12	60	18	30

SERVICE COMPONENTS PROPOSAL EVALUATION

PROPONENT: **COMMUNITY EDUCATIONAL SERVICES** PROPOSAL NO.: 9

PROGRAM CRITERIA		PTS.
A.	Community Involvement, Coordination and Organizational Competence	
1.	Community Involvement and Coordination: Does the proposal have the support and involvement of the proposed targeted population, including MAAs? Is there evidence of coordination and consultation with existing refugee and/or non-refugee employment service programs and DHS? [5 pts.]	3
2.	Organizational Competence: The extent to which the proponent has demonstrated the ability to carry out the proposed program; includes past performance. [15 pts.]	12
B.	Program Design and Feasibility	
1.	Need: Does the proponent provide identifiable and quantifiable documentation that there is an established need within the refugee community for the proposed training or service? [10 pts.]	6
2a.	*FOR VT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified training to be provided in occupations in demand in the local economy and secured job commitments from employers to hire properly trained refugees within a specific time-frame? [10 pts.]	NA
2b.	*FOR ES, IR, OJT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified job search emphases that are consistent with local labor market demand (ES), or has the proponent identified training to be considered in occupations in demand in the local economy (IR), or has the proponent identified potential employers in demand occupations that will be targeted (OJT), and have proponents secured job commitments from employers to hire properly trained refugees within a specified time-frame? [10 pts.]	6
2c.	*FOR ACCULTURATION/SOCIAL ADJUSTMENT SERVICES COMPONENT ONLY* Volunteer/Other Outside Resources: Has the proponent identified how volunteers and/or other outside resources will be used to assist in providing cultural orientation and social adjustment services and/or other services to increase the level of services? [10 pts.]	NA
3.	Feasibility: How well is the program design developed and described? Are the proposed program strategies and goals feasible given the resources and personnel? Are the goals realistic, given past performance, if any? Has recruitment of eligible refugees been adequately addressed? [15 pts.]	10
C.	Response to the RFP: How well does the proponent respond to the RFP? [15 pts.]	9
D.	Program Effectiveness:	
1.	Cost Per Person Served: [10 pts.]	10
2.	Placement Rate: [10 pts.]	8
3.	Wage at Placement: [10 pts.]	6
	TOTAL	**70**

COMMENTS AND RECOMMENDATIONS

This proposal is recommended for funding in the amount of $24,439.

This funding will enable Community Educational Services (CES) to operate an Employment Services/English Language Training (ES/ELT) program for twenty-one (21) refugees who are 18 to 25 years of age. CES proposes to place 65% of the refugees at a starting wage of $6.50 per hour.

The proposal was rather short, but did respond to current refugee program priorities of service (except for the age group) and CalWORKs requirements and referral process. The proposed program includes 30 hours of concurrent ELT and job search/readiness classes per week. The target population includes all six categories of countries of origin, and staff is concerned that CES may not have appropriate language capacity to serve this varied population.

The age constraint that CES puts on its program continues to negatively affect its enrollment capability.

Currently, the program is at 26% of its planned enrollment goal and 27% of its placement goal. The employment entry rate at the end of June 1998 was 67%. The actual employment entry rate last year was 36%.

RECEIVED JUL 2 3 1998

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROGRAM SUMMARY

THIS SECTION TO BE COMPLETED BY PIC STAFF	
DATE RECEIVED:	PROPOSAL NUMBER: 09

1. SPONSORING AGENCY: Community Educational Services

   ADDRESS: 80 Fresno St.
   San Francisco, CA ZIP CODE: 94133

   DIRECTOR OF AGENCY: Darin Ow-Wing TELEPHONE NUMBER: (415) 982- 0615

2. PROPOSAL SUMMARY Include goals, objectives, methodology. Please use only the space provided below.

Community Educational Services' (CES) **goal** is to assist 35 refugees in becoming gainfully employed and self-reliant. The **objectives** of the Job Connections Program (JCP) are that (1) 65% of program participants will obtain unsubsidized employment. (2) 100% of program participants:

1. Attain an understanding of their own skills and abilities for future reference
2. Improve their use of the English Language
3. Increase socialization and cultural adaptation skills
4. Develop job search skills and benefit from job development assistance

JCP will serve participants who are refugees ages 18-25 and have one or more of the following characteristics:

1. Limited English proficiency
2. Low skill level
3. Receive public assistance (in accordance with ORR priorities of service)
4. Resident of US less than 60 months
5. Limited or no work history

JCP has an in-class component and an out-of-class component. The focus of the in-class component is English Language Training (ELT), job search, job retention, socialization and work culture acculturation. The focus of the out-of-class component is on self-directed job search, placement assistance, and an internship if necessary.

3. TOTAL AMOUNT OF REQUEST IN THIS PROPOSAL: $40,259.57
4. PROPOSED COST PER PERSON SERVED: (#3 ÷ #8) for E/T Service Components only $1,150.27
5. PROPOSED PLACEMENT RATE: (#10 ÷ #9) for E/T Service Components only 65 %
6. ESTIMATED NUMBER OF REFUGEES TO BE SERVED (CIP only) N/A

7. PROGRAM ACTIVITY (Check as many as applicable)

☐ Central Intake Point (CIP) ☐ On-the-Job Training (OJT) ☐ Individual Referral (IR)

X Employment Services (ES) & ELT ☐ Acculturation/Social Adjustment Services

☐ Vocational Training (VT) & VESL ☐ Combination (specify) _____

8. NUMBER OF REFUGEES TO BE SERVED..... 35

9. NUMBER OF REFUGEES TO BE TERMINATED..... 35

10. NUMBER OF REFUGEES TO BE PLACED..... 23

11. STARTING PLACEMENT HOURLY WAGE:..... $6.50

12. PLACEMENT RATE (#10 ÷ #9)..... 65 %

PLACEMENT RATE (SPL 0-4)..... ____ %

PLACEMENT RATE (SPL 5 +)..... ____ %

13. ENTRY REQUIREMENTS: Please describe the minimum ages, educational level, Student Performance Level (SPL) skills level, and employment barriers of the refugees you plan to enroll into the program.

Age(s): 18 - 25

Educational Levels: Any

Student Performance Levels (SPL): 0 - 7

Skills Level: 0 and higher

Barriers to Employment: Limited English proficiency, age, low skill level, little or no exposure to mainstream work environment, no socialization skills, no job seeking ability, no social networking ability.

14. EXIT ACHIEVEMENT LEVELS:

Educational Skills: Each participant will achieve at least 75% of language improvement goals as set by the CES developed assessment tool. The language assessment tool is designed from the C.A.S.A.S.

Job Skills: Each participant will achieve at least 75% of employability skills as determined by the CES developed employability assessment tool.

Other: Each participant will achieve at least 75% of socialization skills as set by the CES developed socialization assessment tool.

15. TRAINING OCCUPATIONS

6-digit OES Codes	OCCUPATIONAL TITLES

16. PRE- AND POST-PROGRAM TESTING DEVICES: Please indicate what pre- and post-program testing devices will be used to determine the improvement made as a result of the refugee's participation in the program.

CES developed assessment tools (language, employment, and socialization)

Copy of resume produced (if applicable)

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: Community Educational Services

1. Are you incorporated? ..... Yes ☒ No ☐
   If Yes, date incorporated: Dec 24, 1969
2. Tax Status: For Profit **Not For-Profit** State of Incorporation: California 501(c)(3)
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? ..... Yes ☒ No ☐
   If No, have you ever been refused bonding? ..... Yes ☐ No ☒
   If Yes, please explain: _____
4. When was your last audit performed? 1997 Who performed the audit? Carathimas and Bohren
   If you have not been audited during the past two years, please explain: _____
5. Do you retain outside accounting services other than a CPA firm? ..... Yes ☐ No ☒
6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
W.K. Kellogg Foundation	$100,000 - 200,000/yr	'87 - present
Mayor's Office of Children Youth & their Families	$ 100,000/yr	'92 - present
Raymond & Joanne Lin Foundation	$10,000/yr	'97 - present

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
Chairperson	Roberta Joyner	c/o CES 80 Fresno St SF CA 94133
Vice-Chairperson	Victoria Dixon	c/o CES 80 Fresno St SF CA 94133
Secretary/Treasurer	Greg Davidson	c/o CES 80 Fresno St SF CA 94133

8. Number of Directors on your governing Board: 8 How frequently does your Board meet?: Monthly
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes ☐ No ☒
   If Yes, please explain: _____
9. Has your Board specifically agreed to sponsor this proposed program? ..... Yes ☒ No ☐
   If Yes, please give date of approval: 6/97
   If No, please explain: _____
10. If you are proposing an occupational classroom or a vocational training program, is the program certified by the Council for Private Post-Secondary and Vocational Education? N/A ..... Yes ☐ No ☐
    If Yes, please attach current copy of your approval.
    If No, please explain: _____
11. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes ☐ No ☒
    If Yes, date: _____ By whom was the assessment performed? _____
12. Was your facility found to be accessible to the:
    mobile-impaired? ..... Yes ☐ No ☐
    hearing-impaired? ..... Yes ☐ No ☐
    visually-impaired? ..... Yes ☐ No ☐
13. Will your proposed program be accessible to the:
    mobile-impaired? ..... Yes ☐ No ☐
    hearing-impaired? ..... Yes ☐ No ☐
    visually-impaired? ..... Yes ☐ No ☐
    If No to any of the above, do you plan to make the needed modifications? ..... Yes ☐ No ☐

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Darin Ow-Wing
Executive Director (Typed)

Signature

Roberta Joyner
Board Chairperson (Typed)

Signature

PARTICIPANT CHARACTERISTICS AND ENROLLMENT SUMMARIES

SUBCONTRACTOR: Community Educational Services SUBCONTRACT #: _____

YEAR-ROUND PARTICIPANT CHARACTERISTICS ENROLLMENT GOALS

(Enter Number of Participants)

GENDER	Males	15	COUNTRY OF ORIGIN OR ETHNICITY	Soviet Union	18
	Females	20		Southeast Asia	8
	Total	35		Latin America	1
				Africa	2
AGE	16 - 17	0		Near East	3
	18 - 21	N/A		Eastern Europe	3
	22 - 44	0		**Total**	35
	45 - 54	0			
	55+	0	PUBLIC ASSISTANCE	RCA	15
	18 -- 25 **Total**	35		TANF	5
				GA	10
ENGLISH PROFICIENCY	SPL 0 to 4	24		SSI	0
	SPL 5+	11		Food Stamps	5
	Total	35		**Total**	35
				Not on aid	0

EMPLOYED WITH HEALTH BENEFITS		OLDER REFUGEE (50+)	0

PARTICIPANT ENROLLMENT SCHEDULE

(Enter Cumulative Number of Participants)

MONTH	TOTAL ENROLLED	TOTAL EMPLOYED	EMPLOYED 90 DAYS	NOT EMPLOYED	TERMINATED	GRANT REDUCT.	GRANT TERM.
OCTOBER 1998	5	0	0	0	0	0	0
NOVEMBER	8	0	0	0	0	0	0
DECEMBER	11	2	0	0	0	1	0
JANUARY 1999	14	3	0	0	0	2	1
FEBRUARY	17	5	0	0	0	3	2
MARCH	20	7	4	0	0	5	2
APRIL	23	9	5	0	0	6	3
MAY	26	11	7	0	0	8	3
JUNE	29	13	9	0	0	9	4
JULY	32	15	11	0	0	10	5
AUGUST	35	19	13	0	0	12	7
SEPTEMBER	35	23	15	12	35	15	8

SERVICE COMPONENTS PROPOSAL EVALUATION

PROPONENT: **JEWISH VOCATIONAL SERVICE** PROPOSAL NO.: **10**

PROGRAM CRITERIA	PTS.
A. Community Involvement, Coordination and Organizational Competence	
1. Community Involvement and Coordination: Does the proposal have the support and involvement of the proposed targeted population, including MAAs? Is there evidence of coordination and consultation with existing refugee and/or non-refugee employment service programs and DHS? [5 pts.]	5
2. Organizational Competence: The extent to which the proponent has demonstrated the ability to carry out the proposed program; includes past performance. [15 pts.]	13
B. Program Design and Feasibility	
1. Need: Does the proponent provide identifiable and quantifiable documentation that there is an established need within the refugee community for the proposed training or service? [10 pts.]	9
2a. *FOR VT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified training to be provided in occupations in demand in the local economy and secured job commitments from employers to hire properly trained refugees within a specific time-frame? [10 pts.]	NA
2b. *FOR ES, IR, OJT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified job search emphases that are consistent with local labor market demand (ES), or has the proponent identified training to be considered in occupations in demand in the local economy (IR), or has the proponent identified potential employers in demand occupations that will be targeted (OJT), and have proponents secured job commitments from employers to hire properly trained refugees within a specified time-frame? [10 pts.]	9
2c. *FOR ACCULTURATION/SOCIAL ADJUSTMENT SERVICES COMPONENT ONLY* Volunteer/Other Outside Resources: Has the proponent identified how volunteers and/or other outside resources will be used to assist in providing cultural orientation and social adjustment services and/or other services to increase the level of services? [10 pts.]	NA
3. Feasibility: How well is the program design developed and described? Are the proposed program strategies and goals feasible given the resources and personnel? Are the goals realistic, given past performance, if any? Has recruitment of eligible refugees been adequately addressed? [15 pts.]	13
C. Response to the RFP: How well does the proponent respond to the RFP? [15 pts.]	14
D. Program Effectiveness:	
1. Cost Per Person Served: [10 pts.]	5
2. Placement Rate: [10 pts.]	8
3. Wage at Placement: [10 pts.]	10
TOTAL	86

COMMENTS AND RECOMMENDATIONS

This proposal is recommended for funding in the amount of $212,453.

These funds will enable Jewish Vocational Service (JVS) to serve 106 refugees in an Employment Service (ES) program. Services will include English Language Training (ELT), job search skills instruction, job search activities, American work culture orientation, placement, and follow-up and job retention services for 90 days after employment begins. JVS has redesigned its ES program to meet the hourly requirements of CalWORKs.

This proposal includes a separate component for refugees who are 50 years of age and older. The older refugee component, for 33% of the refugees, is well defined, and includes 22 hours of ELT per week and 264 total hours of ELT and specially designed job readiness training and workshops. This older refugee component has a lower counselor to participant ratio, special workshops geared to older refugees (discussions about SSI, setting realistic short term job goals, etc.), collaboration with Jewish Family and Children's Services (JFCS) to troubleshoot elder care problems, medical problems, etc., and ELT classes that focus on issues facing older refugees (for example, how to manage health impairments in the job search and on the job, and age discrimination). The proposal also includes reference to the identification of suitable entry level jobs for older refugees who may have physical limitations and low English levels, and

also employers who have track records of hiring older workers. JVS proposes a 45% placement rate for the older refugees.

The other component, which will serve refugees under 50 years of age, includes 20 hours of ELT per week for 9 to 12 weeks, depending on the refugees' SPLs, for a total of 200-240 hours of ELT and job readiness training and workshops. In addition, refugees will have access to the Job Club and computer lab. JVS proposes a 75% placement rate for this component. The minimum wage for both components is $7.50 per hour.

JVS is currently operating a refugee ES/ELT program, and was at 69% of its enrollment goal and 55% of its placement goal at the end of June. Its employment entry rate was 59%. Last year it had a 56% employment entry rate, the highest of the ES programs.

RECEIVED JUL 2 3 1998

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROGRAM SUMMARY

THIS SECTION TO BE COMPLETED BY PIC STAFF	
DATE RECEIVED:	PROPOSAL NUMBER: 10

1. SPONSORING AGENCY: Jewish Vocational Service (JVS)

ADDRESS: 77 Geary Street, Suite 401

San Francisco, CA ZIP CODE: 94108

DIRECTOR OF AGENCY: Abby Snay TELEPHONE NUMBER: (415) 391-3600

2. PROPOSAL SUMMARY Include goals, objectives, methodology. Please use only the space provided below.

JVS Employment Services Program

JVS proposes operating an Employment Services (ES) and English Language Training (ELT) program for 165 refugees from the former Soviet Union, Bosnia and other countries. JVS will target hard-to-serve refugees for this program, including individuals with very poor English skills, older refugees aged 50+ and TANF recipients at risk for long-term welfare dependency.

JVS has restructured the program to better meet the needs of this population. We propose a two-tiered structure to serve older refugees (30%) in an Older Worker track, in addition to a Basic ES track. Depending on the individual needs and SPL levels of the participant, participants will receive 10-12 weeks of English Language Training.

An estimated 83 (50%) of ES participants will be mandatory Refugee Cash Assistance (RCA) recipients, while the remaining 82 (50%) will consist of eligible voluntary refugee participants, including approximately 49 (30% of total) at risk TANF recipients. Older Workers will receive intensive case management and extended ELT, in addition to specialized job development efforts and job coaching.

JVS' ELT course integrates English and job search skills instruction with actual job search activities to prepare participants for the job market through orientation to American work culture, job search methods, telephone and interview skills, networking and resume development.

During and after ELT, participants will receive individualized and group assistance from bilingual job developers who will assist with resume development, interview practice and job search strategy. Job Developers will provide job leads and generate new job openings through their extensive employer contacts.

JVS will place a minimum of 25 Older Workers (45% placement rate) and 82 regular ES participants (75% placement rate) into unsubsidized employment for an overall placement rate of 65% or 107 individuals. The minimum target wage for placements is $7.50/hour. The total cost to operate this program for 165 participants is $331,646.76 ($2,009.98 per participant), with $77,598.43 in-kind matching funds.

3. TOTAL AMOUNT OF REQUEST IN THIS PROPOSAL: $331,646.76

4. PROPOSED COST PER PERSON SERVED: (#3 ÷ #8) for E/T Service Components only $2,009.98

5. PROPOSED PLACEMENT RATE: (#10 ÷ #9) for E/T Service Components only 65 %

6. ESTIMATED NUMBER OF REFUGEES TO BE SERVED (CIP only)

7. PROGRAM ACTIVITY (Check as many as applicable)

- ☐ Central Intake Point (CIP)
- ☐ On-the-Job Training (OJT)
- ☐ Individual Referral (IR)
- ☒ Employment Services (ES) & ELT
- ☐ Acculturation/Social Adjustment Services
- ☐ Vocational Training (VT) & VESL
- ☐ Combination (specify) _____

8. NUMBER OF REFUGEES TO BE SERVED: 165
9. NUMBER OF REFUGEES TO BE TERMINATED: 165
10. NUMBER OF REFUGEES TO BE PLACED: 107
11. STARTING PLACEMENT HOURLY WAGE: $7.50
12. PLACEMENT RATE (#10 ÷ #9): 65 %
    PLACEMENT RATE (SPL 0-4): 65 %
    PLACEMENT RATE (SPL 5+): 65 %

13. ENTRY REQUIREMENTS: Please describe the minimum ages, educational level, Student Performance Level (SPL) skills level, and employment barriers of the refugees you plan to enroll into the program.

Age(s): 18+

Educational Levels: Not applicable - any education level

Student Performance Levels (SPL): 70% will be SPL 0-3, 30% will be SPL 4+

Skills Level: Not applicable -- any skill level

Barriers to Employment: Lack of English language communication skills, lack of job search skills, lack of familiarity with the American job market.

14. EXIT ACHIEVEMENT LEVELS:

Educational Skills: Average ESL increase of 1; average test score increase of 40% for job search skills pre- and post-test.

Job Skills: Not applicable.

Other: Development of effective employment portfolio; ability to complete a job application; demonstrated interviewing skills.

15. TRAINING OCCUPATIONS

6-digit OES Codes	OCCUPATIONAL TITLES
See attached	

16. PRE- AND POST-PROGRAM TESTING DEVICES: Please indicate what pre- and post-program testing devices will be used to determine the improvement made as a result of the refugee's participation in the program.

Pre and post-ESL test (CASAS test)

Pre- and post-Job Search skills knowledge (customized JVS testing tool)

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: Jewish Vocational Service (JVS)

1. Are you incorporated? Yes [X] No [ ]
   If Yes, date incorporated: March 29, 1974
2. Tax Status: For Profit [ ] X Not For-Profit State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? Yes [X] No [ ]
   If No, have you ever been refused bonding? Yes [ ] No [ ]
   If Yes, please explain:
4. When was your last audit performed? 7/98 Who performed the audit? Good & Fowler
   If you have not been audited during the past two years, please explain:
5. Do you retain outside accounting services other than a CPA firm? Yes [ ] No [X]
6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
Jewish Community Federation	$ 2,039,639	1995-1997**
Private Industry Council (Ref. & JTPA)	$ 1,147,913	1995-1997**
Mayor's Office of Children, Youth & Their Families	$1,133,551	1995-1997**

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
President	Lynn Bunim	140 New Montgomery, SF, 94105
Vice President	Larry Kamer	74 New Montgomery, SF, 94105
Treeasurer	Bob Tessler	105 Stonepine, Hillsborough, CA 94010

8. Number of Directors on your governing Board: 25 How frequently does your Board meet?: 6-8 times/yr.
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes [ ] No [X]
   If Yes, please explain:
9. Has your Board specifically agreed to sponsor this proposed program? Yes [ ] No [X]
   If Yes, please give date of approval:
   If No, please explain: Approval pending - next board meeting September 15, 1998
10. If you are proposing an occupational classroom or a vocational training program, is the program certified by the Council for Private Post-Secondary and Vocational Education? Yes [X] No [ ]
    If Yes, please attach current copy of your approval.
    If No, please explain:
11. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes [X] No [ ]
    If Yes, date: 5/2/95 By whom was the assessment performed? CA Dept. of Rehabilitation
12. Was your facility found to be accessible to the:
    mobile-impaired? Yes [X] No [ ]
    hearing-impaired? Yes [X] No [ ]
    visually-impaired? Yes [X] No [ ]
13. Will your proposed program be accessible to the:
    mobile-impaired? Yes [X] No [ ]
    hearing-impaired? Yes [X] No [ ]
    visually-impaired? Yes [X] No [ ]
    If No to any of the above, do you plan to make the needed modifications? Yes [ ] No [ ]

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Elizabeth Toups — Program Director (Typed)

Signature

Lynn Bunim — Board Chairperson (Typed)

Signature

**Funds are restricted and cover a 3-year period.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: JEWISH VOCATIONAL SERVICE SUBCONTRACT: ES/ELT

(Enter Number of Participants)

GENDER	Male	91	COUNTRY OF ORIGIN OR ETHINICITY	Soviet Union	149
	Female	74		Southeast Asia	0
	Total	165		Latin America	0
				Africa	0
AGE	16-17	0		Near East	0
	18-21	12		Eastern Europe	16
	22-44	45		Total	165
	45-54	73			
	55+	35	PUBLIC ASSISTANCE	RCA	83
	Total	165		TANF/AFDC	49
				GA	9
ENGLISH PROFICIENCY	SPL 0 to 4	116		SSI	0
	SPL 5+	49		Food Stamps	8
	Total	165		Not on aid	16
				Total	165
EMPLOYED with HEALTH BENEFITS		41	OLDER REFUGEE (50+)		54

(Enter Cumulative Number of Participants)

MONTH	TOTAL ENROLLED	TOTAL EMPLOYED	EMPLOYED 90 DAYS	NOT EMPLOYED	TERMINATED	GRANT REDUCTION	GRANT TERMINATION
OCTOBER 1997	13	0	0	0	0	0	0
NOVEMBER	26	0	0	0	0	0	0
DECEMBER	39	0	0	0	0	0	0
JANUARY 1998	52	12	0	5	5	5	7
FEBRUARY	65	24	0	10	10	10	14
MARCH	78	36	0	16	16	14	22
APRIL	91	48	7	21	36	19	29
MAY	107	60	14	27	61	24	36
JUNE	121	72	21	33	86	29	43
JULY	136	84	28	39	111	34	50
AUGUST	149	96	35	45	136	38	58
SEPTEMBER	165	107	43	52	165	43	64

SERVICE COMPONENTS PROPOSAL EVALUATION

PROPONENT: **JEWISH VOCATIONAL SERVICE** PROPOSAL NO.: **11A**

PROGRAM CRITERIA	PTS.
A. Community Involvement, Coordination and Organizational Competence	
1. Community Involvement and Coordination: Does the proposal have the support and involvement of the proposed targeted population, including MAAs? Is there evidence of coordination and consultation with existing refugee and/or non-refugee employment service programs and DHS? [5 pts.]	5
2. Organizational Competence: The extent to which the proponent has demonstrated the ability to carry out the proposed program; includes past performance. [15 pts.]	14
B. Program Design and Feasibility	
1. Need: Does the proponent provide identifiable and quantifiable documentation that there is an established need within the refugee community for the proposed training or service? [10 pts.]	9
2a. *FOR VT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified training to be provided in occupations in demand in the local economy and secured job commitments from employers to hire properly trained refugees within a specific time-frame? [10 pts.]	10
2b. *FOR ES, IR, OJT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified job search emphases that are consistent with local labor market demand (ES), or has the proponent identified training to be considered in occupations in demand in the local economy (IR), or has the proponent identified potential employers in demand occupations that will be targeted (OJT), and have proponents secured job commitments from employers to hire properly trained refugees within a specified time-frame? [10 pts.]	NA
2c. *FOR ACCULTURATION/SOCIAL ADJUSTMENT SERVICES COMPONENT ONLY* Volunteer/Other Outside Resources: Has the proponent identified how volunteers and/or other outside resources will be used to assist in providing cultural orientation and social adjustment services and/or other services to increase the level of services? [10 pts.]	NA
3. Feasibility: How well is the program design developed and described? Are the proposed program strategies and goals feasible given the resources and personnel? Are the goals realistic, given past performance, if any? Has recruitment of eligible refugees been adequately addressed? [15 pts.]	15
C. Response to the RFP: How well does the proponent respond to the RFP? [15 pts.]	14
D. Program Effectiveness:	
1. Cost Per Person Served: [10 pts.]	7
2. Placement Rate: [10 pts.]	7
3. Wage at Placement: [10 pts.]	10
TOTAL	91

COMMENTS AND RECOMMENDATIONS

This component of this proposal is recommended for funding in the amount of $70,989.

This funding will enable Jewish Vocational Service (JVS) to operate a Computer Aided Drafting/Design (CADD) program for twenty-seven (27) refugees. Of the twenty-seven (27), seventeen (17) will be enrolled in Auto-CADD classes, and ten (10) into new Pro-Engineer (Pro-E) classes.

The Auto-CADD training will include 240 hours of CADD and 96 hours of Vocational English as a Second Language (VESL) training. Pro-E training will include 156 hours of Pro-E and 96 hours of VESL training. Both are over a 12 week period.

JVS proposes to place 76% of the refugees in jobs with a starting wage of $13.00 per hour. This agency is currently operating a refugee VT/CAD program. Pro-E training is new, but the proposal includes letters from employers stating the need for this training.

This program has met 100% of its planned enrollments and was at 70% of its planned placements at the end of June.

The proposal was well written and addressed all areas of the RFP.

SERVICE COMPONENTS PROPOSAL EVALUATION

PROPONENT: **JEWISH VOCATIONAL SERVICE** PROPOSAL NO.: **11B**

PROGRAM CRITERIA	PTS.
A. Community Involvement, Coordination and Organizational Competence	
1. Community Involvement and Coordination: Does the proposal have the support and involvement of the proposed targeted population, including MAAs? Is there evidence of coordination and consultation with existing refugee and/or non-refugee employment service programs and DHS? [5 pts.]	5
2. Organizational Competence: The extent to which the proposer has demonstrated the ability to carry out the proposed program; includes past performance. [15 pts.]	14
B. Program Design and Feasibility	
1. Need: Does the proponent provide identifiable and quantifiable documentation that there is an established need within the refugee community for the proposed training or service? [10 pts.]	9
2a. *FOR VT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified training to be provided in occupations in demand in the local economy and secured job commitments from employers to hire properly trained refugees within a specific time-frame? [10 pts.]	10
2b. *FOR ES, IR, OJT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified job search emphases that are consistent with local labor market demand (ES), or has the proponent identified training to be considered in occupations in demand in the local economy (IR), or has the proponent identified potential employers in demand occupations that will be targeted (OJT), and have proponents secured job commitments from employers to hire properly trained refugees within a specified time-frame? [10 pts.]	NA
2c. *FOR ACCULTURATION/SOCIAL ADJUSTMENT SERVICES COMPONENT ONLY* Volunteer/Other Outside Resources: Has the proponent identified how volunteers and/or other outside resources will be used to assist in providing cultural orientation and social adjustment services and/or other services to increase the level of services? [10 pts.]	NA
3. Feasibility: How well is the program design developed and described? Are the proposed program strategies and goals feasible given the resources and personnel? Are the goals realistic, given past performance, if any? Has recruitment of eligible refugees been adequately addressed? [15 pts.]	15
C. Response to the RFP: How well does the proponent respond to the RFP? [15 pts.]	14
D. Program Effectiveness:	
1. Cost Per Person Served: [10 pts.]	7
2. Placement Rate: [10 pts.]	8
3. Wage at Placement: [10 pts.]	7
TOTAL	89

COMMENTS AND RECOMMENDATIONS

This component of this proposal is recommended for funding in the amount of $13,206.

This funding will enable Jewish Vocational Service (JVS) to operate a Certified Nursing Assistant (CNA) program for five (5) refugees.

The CNA program will include 150 hours of Vocational English-as-a-Second Language (VESL) training, 134 hours of CNA and Home Health Aid (HHA) classroom training, and 112 hours of supervised clinical training over an 18 week period, for a total of 396 hours.

JVS proposes to place 80% of the refugees in jobs with a starting wage of $7.50 per hour. This agency is currently operating a refugee VT/CNA program for five (5) refugees, and has met 100% of its planned enrollments and was at 0% of its planned placements (two were planned, but none were placed) at the end of June.

The proposal was well written and addressed all areas of the RFP.

SERVICE COMPONENTS PROPOSAL EVALUATION

PROPONENT: **JEWISH VOCATIONAL SERVICE** PROPOSAL NO.: **11C**

PROGRAM CRITERIA	PTS.
A. Community Involvement, Coordination and Organizational Competence	
1. Community Involvement and Coordination: Does the proposal have the support and involvement of the proposed targeted population, including MAAs? Is there evidence of coordination and consultation with existing refugee and/or non-refugee employment service programs and DHS? [5 pts.]	5
2. Organizational Competence: The extent to which the proponent has demonstrated the ability to carry out the proposed program; includes past performance. [15 pts.]	14
B. Program Design and Feasibility	
1. Need: Does the proponent provide identifiable and quantifiable documentation that there is an established need within the refugee community for the proposed training or service? [10 pts.]	9
2a. *FOR VT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified training to be provided in occupations in demand in the local economy and secured job commitments from employers to hire properly trained refugees within a specific time-frame? [10 pts.]	10
2b. *FOR ES, IR, OJT COMPONENTS ONLY* Training Emphasis and Job Availability: Has the proponent identified job search emphases that are consistent with local labor market demand (ES), or has the proponent identified training to be considered in occupations in demand in the local economy (IR), or has the proponent identified potential employers in demand occupations that will be targeted (OJT), and have proponents secured job commitments from employers to hire properly trained refugees within a specified time-frame? [10 pts.]	NA
2c. *FOR ACCULTURATION/SOCIAL ADJUSTMENT SERVICES COMPONENT ONLY* Volunteer/Other Outside Resources: Has the proponent identified how volunteers and/or other outside resources will be used to assist in providing cultural orientation and social adjustment services and/or other services to increase the level of services? [10 pts.]	NA
3. Feasibility: How well is the program design developed and described? Are the proposed program strategies and goals feasible given the resources and personnel? Are the goals realistic, given past performance, if any? Has recruitment of eligible refugees been adequately addressed? [15 pts.]	15
C. Response to the RFP: How well does the proponent respond to the RFP? [15 pts.]	14
D. Program Effectiveness:	
1. Cost Per Person Served: [10 pts.]	6
2. Placement Rate: [10 pts.]	8
3. Wage at Placement: [10 pts.]	7
TOTAL	**88**

COMMENTS AND RECOMMENDATIONS

This component of this proposal is recommended for funding in the amount of $58,980.

This funding will enable Jewish Vocational Service (JVS) to operate an Office Technology and Communication (OTC) program for twenty (20) refugees.

The OTC program will include 30 hours of Vocational English-as-a-Second Language (VESL) and OTC training per week over an 18 week period, for a total of 540 hours. The program has been expanded from 16 to 18 weeks to incorporate suggestions from particpants of the current program. The curriculum includes MS Office 97.

JVS proposes to place 80% of the refugees in jobs with a starting wage of $8.00 per hour. This agency is currently operating a refugee VT/OTC program for ten (10) refugees, and has met 100% of its planned enrollments and was at 300% of its planned placements at the end of June.

If there are additional funds in the future, and if this program is achieving its goals at that time, staff recommends that consideration be given to funding another cycle, if time permits, for 10 participants.

The proposal was well written and addressed all areas of the RFP.

RECEIVED JUL 2 3 1998

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PROGRAM SUMMARY

THIS SECTION TO BE COMPLETED BY PIC STAFF

DATE RECEIVED:	PROPOSAL NUMBER: 11

1. SPONSORING AGENCY: Jewish Vocational Service (JVS)

ADDRESS: 77 Geary Street, Suite 401

San Francisco, CA ZIP CODE: 94108

DIRECTOR OF AGENCY: Abby Snay TELEPHONE NUMBER: (415) 391-3600

2. PROPOSAL SUMMARY Include goals, objectives, methodology. Please use only the space provided below.

JVS Vocational Training Program

JVS proposes a three-track vocational training program for newly arrived refugees and refugees in the US for less than 5 years. JVS will provide training in Certified Nurse Assistant/Home Health Aide (5 slots), Computer Aided Drafting/Design (27 total—17 AutoCAD, 10 Pro/ENGINEER) and Office Technology and Communication (30 slots) for a total of 62 refugee participants.

This multi-track program responds to the most critical employment needs of refugees: updated job-related skills; orientation to the US workplace, job market and job search process; and English training. By offering training in three different high-demand fields JVS believes that we can attract a broad range of qualified participants and provide training that is appropriate to each individual's needs, background, qualifications and employment goals.

JVS has selected three training programs for which JVS has demonstrated high employer demand as well as our ability to provide that training. All three training programs integrate VESL as well as workplace acculturation and job search skills. Our classes prepare participants for the job market through cutting-edge occupational skill development, orientation to American work culture and job search methods.

JVS estimates that 18% of participants will be receiving RCA, while the remaining 82% will be eligible voluntary refugees living in the US less than 5 years. Please see below for a breakdown of technology placement rates, wages and costs per participant:

PROGRAM	Enrollment	Placement	Average Wage	Cost/Participant
CAD	27	76%	$15.00/hr	$2,629.21
• AutoCAD	(17)	72%	$13.00/hr	
• Pro/E	(10)	80%	$17.00/hr	
CNA/HHA	5	80%	$7.50/hr	$2,641.29
OTC	30	80%	$8.00/hr	$2,948.95
	62 total slots	Avg.: 78%	Avg.: $12.10/hr	Avg.: $2,784.90

The total cost to operate this program for 62 participants is $172,663.80, with $83,515.80 of in-kind matching funds.

3. TOTAL AMOUNT OF REQUEST IN THIS PROPOSAL: $ 172,663.80

4. PROPOSED COST PER PERSON SERVED: (#3 ÷ #8) for E/T Service Components only... $ see above table

5. PROPOSED PLACEMENT RATE: (#10 ÷ #9) for E/T Service Components only ..... see above table

6. ESTIMATED NUMBER OF REFUGEES TO BE SERVED (CIP only) .....

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

7. PROGRAM ACTIVITY (Check as many as applicable)

- ☐ Central Intake Point (CIP)
- ☐ On-the-Job Training (OJT)
- ☐ Individual Referral (IR)
- ☐ Employment Services (ES) & ELT
- ☐ Acculturation/Social Adjustment Services
- ☒ Vocational Training (VT) & VESL
- ☐ Combination (specify) _____

8. NUMBER OF REFUGEES TO BE SERVED: 62
9. NUMBER OF REFUGEES TO BE TERMINATED: 62
10. NUMBER OF REFUGEES TO BE PLACED: 48
11. STARTING PLACEMENT HOURLY WAGE: $ 7.50

12. PLACEMENT RATE (#10 ÷ #9): 78 %
PLACEMENT RATE (SPL 0-4): 78 %
PLACEMENT RATE (SPL 5+): 78 %
*See table on page 1 of RFG121

13. ENTRY REQUIREMENTS: Please describe the minimum ages, educational level, Student Performance Level (SPL) skills level, and employment barriers of the refugees you plan to enroll into the program.

Age(s): 18+

Educational Levels: Minimum high school degree, GED or equivalent

Student Performance Levels (SPL): 37% SPL 3-4; 63% SPL 5+

Skills Level: Minimum SPL 3: for CAD, demonstrated drafting skills

Barriers to Employment: Lack of English language communications skills; lack of training in American practices & technology for health care, computer drafting, and office technology; lack of familiarity with job search practices and work-place culture.

14. EXIT ACHIEVEMENT LEVELS:

Educational Skills: For each training technology, passing scores on exit exams

Job Skills: For each training technology, demonstrated competence through class projects, clinical work and/or internships

Other: Demonstrated job search skills, i.e. resume, project portfolio, job application and interview techniques.

15. TRAINING OCCUPATIONS

6-digit OES Codes	OCCUPATIONAL TITLES
see attached	

16. PRE- AND POST-PROGRAM TESTING DEVICES: Please indicate what pre- and post-program testing devices will be used to determine the improvement made as a result of the refugee's participation in the program.

For office technology & communications, CASAS appraisal test; customized computer & typing assessment tools. For CNA, State NACEP Nursing Competency Exam. For CAD, customized pre- and post-assessment tool.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

INITIAL DETERMINATION OF RESPONSIBILITY

PROPONENT: Jewish Vocational Service (JVS)

1. Are you incorporated? Yes [X] No [ ]
   If Yes, date incorporated: March 29, 1974
2. Tax Status: For Profit [ ] X Not For-Profit State of Incorporation: California
3. Do you have fidelity bond coverage of at least 25% of the funds requested in this proposal? Yes [X] No [ ]
   If No, have you ever been refused bonding? Yes [ ] No [ ]
   If Yes, please explain:
4. When was your last audit performed? 7/98 Who performed the audit? Good & Fowler
   If you have not been audited during the past two years, please explain:
5. Do you retain outside accounting services other than a CPA firm? Yes [ ] No [X]

6. List the major sources of your agency funding within the past three (3) years:

Sources:	Amounts:	Years:
Jewish Community Federation	$ 2,039,639**	1995-1997
Private Industry Council (Ref. & JTPA)	$ 1,147,913**	1995-1997
Mayor's Office of Children, Youth & Their Families	$1,133,551**	1995-1997

7. List the three principal officers presently on your governing board:

Title:	Name:	Address:
President	Lynn Bunim	140 New Montgomery, SF, CA 9410[illegible]
Vice President	Larry Kamer	74 New Montgomery, SF, CA 9410[illegible]
Treasurer	Bob Tessler	105 Stonepine, Hillsborough, CA 94010

8. Number of Directors on your governing Board: 25 How frequently does your Board meet?: 6-8 times/yr.
   Have any members of your governing Board or staff been convicted of a felony within the past 3 years? Yes [ ] No [X]
   If Yes, please explain:
9. Has your Board specifically agreed to sponsor this proposed program? Yes [ ] No [X]
   If Yes, please give date of approval:
   If No, please explain: Approval pending - next board meeting September 15, 1998
10. If you are proposing an occupational classroom or a vocational training program, is the program certified by the Council for Private Post-Secondary and Vocational Education? Yes [X] No [ ]
    If Yes, please attach current copy of your approval.
    If No, please explain:
11. Has a "Handicapped Accessibility Assessment" been performed at your facility? Yes [X] No [ ]
    If Yes, date: 5/2/95 By whom was the assessment performed? CA Dept. of Rehabilitation

12. Was your facility found to be accessible to the:
    mobile-impaired? Yes [X] No [ ]
    hearing-impaired? Yes [X] No [ ]
    visually-impaired? Yes [X] No [ ]

13. Will your proposed program be accessible to the:
    mobile-impaired? Yes [X] No [ ]
    hearing-impaired? Yes [X] No [ ]
    visually-impaired? Yes [X] No [ ]

If No to any of the above, do you plan to make the needed modifications? Yes [ ] No [ ]

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION PROVIDED IN THIS INITIAL DETERMINATION OF RESPONSIBILITY IS TRUE AND CORRECT.

Kim Mazzuca
Program Director (Typed)

Kim Mazzuca
Signature

Lynn Bunim
Board Chairperson (Typed)

Signature

**Funds are restricted and cover a 3-year period.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: JEWISH VOCATIONAL SERVICE SUBCONTRACT: Office Tech.

(Enter Number of Participants)

GENDER	Male	9	COUNTRY OF ORIGIN OR ETHINICITY	Soviet Union	28
	Female	21		Southeast Asia	1
	Total	30		Latin America	0
				Africa	0
AGE	16-17	0		Near East	0
	18-21	3		Eastern Europe	1
	22-44	12		Total	30
	45-54	12			
	55+	3	PUBLIC ASSISTANCE	RCA	9
	Total	30		TANF/AFDC	12
				GA	3
ENGLISH PROFICIENCY	SPL 0 to 4	15		SSI	0
	SPL 5+	15		Food Stamps	3
	Total	30		Not on aid	3
				Total	30
EMPLOYED with HEALTH BENEFITS		11	OLDER REFUGEE (50+)		3

(Enter Cumulative Number of Participants)

MONTH	TOTAL ENROLLED	TOTAL EMPLOYED	EMPLOYED 90 DAYS	NOT EMPLOYED	TERMINATED	GRANT REDUCTION	GRANT TERMINATION
OCTOBER 1997	0	0	0	0	0	0	0
NOVEMBER	15	0	0	0	0	0	0
DECEMBER	15	0	0	0	0	0	0
JANUARY 1998	15	0	0	0	0	0	0
FEBRUARY	15	0	0	0	0	0	0
MARCH	30	3	0	1	4	1	2
APRIL	30	6	0	1	7	2	4
MAY	30	12	2	2	14	5	7
JUNE	30	15	6	3	18	6	9
JULY	30	18	10	4	22	7	11
AUGUST	30	21	14	5	26	9	12
SEPTEMBER	30	24	19	6	30	10	14

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: JEWISH VOCATIONAL SERVICE SUBCONTRACT: CAD

(Enter Number of Participants)

GENDER	Male	19	COUNTRY OF ORIGIN OR ETHINICITY	Soviet Union	25
	Female	8		Southeast Asia	0
	Total	**27**		Latin America	0
				Africa	0
AGE	16-17	0		Near East	2
	18-21	0		Eastern Europe	0
	22-44	4		**Total**	**27**
	45-54	19			
	55+	4	PUBLIC ASSISTANCE	RCA	1
	Total	**27**		TANF/AFDC	7
				GA	6
ENGLISH PROFICIENCY	SPL 0 to 4	5		SSI	0
	SPL 5+	22		Food Stamps	6
	Total	**27**		Not on aid	7
				Total	**27**
EMPLOYED with HEALTH BENEFITS		7	OLDER REFUGEE (50+)		5

(Enter Cumulative Number of Participants)

MONTH	TOTAL ENROLLED	TOTAL EMPLOYED	EMPLOYED 90 DAYS	NOT EMPLOYED	TERMINATED	GRANT REDUCTION	GRANT TERMINATION
OCTOBER 1997	0	0	0	0	0	0	0
NOVEMBER	0	0	0	0	0	0	0
DECEMBER	0	0	0	0	0	0	0
JANUARY 1998	27	0	0	0	0	0	0
FEBRUARY	27	0	0	0	0	0	0
MARCH	27	0	0	0	0	0	0
APRIL	27	3	0	0	0	1	2
MAY	27	7	0	0	0	2	5
JUNE	27	11	0	1	5	3	8
JULY	27	14	5	2	11	3	11
AUGUST	27	17	12	3	16	3	14
SEPTEMBER	27	21	17	4	27	4	17

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

PARTICIPANT CHARACTERISTICS AND ENROLLMENT SCHEDULE

SUBCONTRACTOR: JEWISH VOCATIONAL SERVICE **SUBCONTRACT:** CNA/HHA

(Enter Number of Participants)

GENDER	Male	1	**COUNTRY OF ORIGIN OR ETHINICITY**	Soviet Union	4
	Female	4		Southeast Asia	0
	Total	**5**		Latin America	0
AGE	16-17	0		Africa	0
	18-21	0		Near East	0
	22-44	1		Eastern Europe	1
	45-54	3		**Total**	**5**
	55+	1	**PUBLIC ASSISTANCE**	RCA	1
	Total	**5**		TANF/AFDC	2
ENGLISH PROFICIENCY	SPL 0 to 4	3		GA	0
	SPL 5+	2		SSI	0
	Total	**5**		Food Stamps	0
				Not on aid	1
				Total	**5**
EMPLOYED with HEALTH BENEFITS		2	OLDER REFUGEE (50+)		1

(Enter Cumulative Number of Participants)

MONTH	TOTAL ENROLLED	TOTAL EMPLOYED	EMPLOYED 90 DAYS	NOT EMPLOYED	TERMINATED	GRANT REDUCTION	GRANT TERMINATION
OCTOBER 1997	0	0	0	0	0	0	0
NOVEMBER	0	0	0	0	0	0	0
DECEMBER	0	0	0	0	0	0	0
JANUARY 1998	1	0	0	0	0	0	0
FEBRUARY	2	0	0	0	0	0	0
MARCH	5	1	0	0	0	0	0
APRIL	5	2	0	0	0	0	0
MAY	5	2	0	0	0	0	0
JUNE	5	2	1	0	1	1	0
JULY	5	3	1	1	2	1	1
AUGUST	5	3	2	1	3	2	1
SEPTEMBER	5	4	3	1	4	2	2

9.20

8/98

gee Committee

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
DRAFT MINUTES OF THE
REFUGEE COMMITTEE MEETING
AUGUST 18, 1998

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Present:
Hyacinth Ahuruonye, Don Climent, Linda Davis, Margi Dunlap, Patricia Erwin, Dolores Heaven, Ann Lazarus, Robert Rubin

Absent:
Lisa Chanoff, Mary Edington, Jack Fitzpatrick, Carmela Gold, Louella Lee

The meeting was convened at 2:40 P.m. by Linda Davis, vice-chair.

Motion to adopt the agenda
Moved by Ann Lazarus and seconded by Hyacinth Ahuruonye.

Ayes:	Hyacinth Ahuruonye, Don Climent, Margi Dunlap, Mary Edington, Patricia Erwin, Dolores Heaven, Ann Lazarus, Robert Rubin
Nays	None
Abstentions:	None

Motion passed.

Motion to accept the minutes of the May 29, 1998 meeting.
Moved by Don Climent and seconded by Margi Dunlap.

Ayes:	Hyacinth Ahuruonye, Don Climent, Margi Dunlap, Patricia Erwin, Dolores Heaven, Ann Lazarus, Robert Rubin
Nays	None
Abstentions:	None

Motion passed.

Steve Arcelona provided a brief background on the refugee funding, pointing out that this year's proposed allocation for refugee funding is approximately 4% less than the current year. He indicated that the PIC anticipates some unspent funds from this current year to be available to supplement the PIC staff recommendations and the PIC staff will provide recommendations to the Committee when everything is known.

Karen Hart provided the Committee with information about the review and recommendations prepared by the PIC staff. She explained the packet of information that was sent out to the Committee members, including the tables and individual recommendations.

Motion to accept PIC Staff recommendations as presented
Moved by Robert Rubin and seconded by Hyacinth Ahuruonye.

Comments and concerns were taken from the members of the Committee. Robert Rubin expressed his concern about three of the Employment Services proponents, with specific concern about Career Resources Development Center (CRDC) and the PIC staff's written comments. Ann Lazarus and Hyacinth Ahuruonye added their similar concern for recommending CRDC and not Refugee Transitions (RT) which appeared to receive a more favorable write up.

At the request of Mr. Rubin a survey was taken to see which proponents had representatives present. With the exception of CRDC, all proponents were represented.

Amendment to provide RT with $37,910 originally proposed for CRDC under the Employment Services component.
Moved by Robert Rubin and seconded by Ann Lazarus.

Ayes:	Hyacinth Ahuruonye, Patricia Erwin, Dolores Heaven, Ann Lazarus, Robert Rubin
Nays	None
Abstentions:	Don Climent, Margi Dunlap

Vote on the amended motion

Ayes:	Hyacinth Ahuruonye, Patricia Erwin, Dolores Heaven, Ann Lazarus, Robert Rubin
Nays	None
Abstentions:	Don Climent, Margi Dunlap

The meeting was adjourned at 3:40 p.m.

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of San Francisco, Inc.

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MEMORANDUM

To: **REFUGEE COMMITTEE MEMBERS**
REFUGEE SUBCONTRACTORS

Date: SEPTEMBER 22, 1998

From: **KAREN HART, REFUGEE PROGRAM COORDINATOR**

Subject: **STATE ADVISORY COUNCIL ON REFUGEE ASSISTANCE AND SERVICES**

Attached is an announcement from the Refugee Programs Branch (RPB) of the California Department of Social Services. They are looking for nominations to the State Advisory Council on Refugee Assistance and Services (SAC). If you are interested or know anyone who might be, please contact Robert Barton at the RPB.

cc: PIC Staff
DHS Staff

1650 Mission Street, Suite 300, San Francisco, CA 94103-2490
415/431-8700 Fax 415/431-8702 TDD 800/735-2929 (CRS)

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STATE OF CALIFORNIA—HEALTH AND WELFARE AGENCY

PETE WILSON, Governor

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

September 9, 1998

TO: REFUGEE VOLUNTARY RESETTLEMENT AGENCIES
COUNTY REFUGEE COORDINATORS
MUTUAL ASSISTANCE ASSOCIATIONS
REFUGEE FORUMS

This is to announce that the California Department of Social Services (CDSS), Refugee Programs Branch (RPB), requests nominations to fill upcoming vacancies on the State Advisory Council on Refugee Assistance and Services (SAC). Five of the seven positions specifically dedicated to representatives of California's refugee community are to be filled. Nominees should be refugees or persons who work in the community to serve refugees and who have extensive knowledge of refugee cultures, needs, and strengths. We seek to establish a balanced representation on the council that reflects the composition and character of the state's refugees.

The SAC meets periodically throughout the year to consider issues that are critical to the resettlement of incoming refugees, as well as the needs of the current refugee population. The decisions of the SAC are made available to appropriate state managers, administrators, legislators and others for consideration and action. The SAC advises CDSS on a wide variety of matters concerning California's refugees. A copy of the SAC bylaws is Attachment A.

The members of the SAC serve for three years, receive no monetary payment for their service, but are reimbursed for travel expenses in accordance with state travel reimbursement policies. The RPB provides administrative support for the SAC, arranging for meeting places and travel arrangements for members.

Nominations should contain the information on the form Attachment B and may be submitted to:

Robert A. Barton, Chief
Refugee Programs Branch
744 P Street, MS 6-646
Sacramento, CA 95814

Thank you for your interest in the Refugee Program. If you have questions regarding this invitation to nominate potential SAC members, please call me at (916) 654-6379.

Sincerely,

Janet Sandlin

for Robert A. Barton, Chief
Refugee Programs Branch

Enclosures

BY-LAWS
STATE ADVISORY COUNCIL ON
REFUGEE ASSISTANCE AND SERVICES

ARTICLE ONE: NAME

The name of this Council is the California State Advisory Council on Refugee Assistance and Services, which may also be known as the State Advisory Council (SAC).

ARTICLE TWO: PURPOSE

The purpose of SAC shall be to advise the California Department of Social Services (CDSS) on issues both specific and general as they relate to refugee resettlement. These issues shall include, but are not limited to, income assistance, health services, employment services and acculturation services for California's resettled refugees. Also, the Council is to represent service agencies, community groups and others by providing input and recommendations to the CDSS.

ARTICLE THREE: MEMBERSHIP

Membership of the SAC shall consist of sixteen (16) individual seats with a criteria selection considering ethnic representation, expertise, constituency, geographical location, and association representation. Membership may be representatives of the following associations:

Membership shall be defined by two categories, organization/agency members, and public members. Organization members shall be assigned from the following public and private agencies:

The Governor's Office - one member
The County Welfare Director's Association- two members.
(One member shall hold assignment as a County Refugee Coordinator)
The Department of Health Services - one member
The State Job Training Coordinating Council - one member
(This member should hold assignment in the administration of the Job Training Partnership Act (JTPA) program.)
The Refugee Programs Branch - one member
(This member shall be chosen from the community at large and shall not be an employee of the Department.)
The Local Refugee Health Program Coordinators - one member
The County Refugee Forums - one member
The Joint Voluntary Agency Committee of California (JVCC) - one member

Public members may be drawn from Mutual Assistance Associations (MAA); Voluntary Resettlement Agencies (VOLAGS), Service Providers, and; other involved service communities such as education, mental health or as determined needed by the Department and the private sector. Seven (7) such public members shall be selected. Advice regarding under represented communities or geographical areas to be considered in making public member appointments shall be provided the Department by the SAC.

Section 1: Appointing Authority

The members shall serve at the pleasure of the Director of the CDSS as described by the Refugee Act of 1980.

Section 2: Compensation and Expenses

Council members are to serve without compensation, but shall be reimbursed in accordance with State rules for any actual and necessary travel or other expenses incurred in connection with the performance of their duties.

Section 3: Quorum

Fifty percent of the membership, plus one member, shall constitute a quorum for the performance of any duty or the exercise of any power of the Council. The presence of the Chair shall count in the determination of a Quorum.

Section 4: Dismissal for Nonattendance

Pursuant to Welfare and Institutions Code, Section 10703, members who fail to attend three consecutive regularly scheduled meetings, or less than one half the meetings in a 12-month period, shall be deemed to have resigned from the Council, but the Council may, for good cause, permit excused absences.

Section 5: Resignation

Any member desiring to resign from the Council shall submit a resignation, in writing, to the Chairperson and to the Chief, RPB. The replacement of the member shall be made by the Chief, RPB.

Section 6: Voting

All attending members are eligible to vote on all motions put before the Council. However, the Chair shall only vote to resolve a tie vote. A member, having abstained, may not reverse that decision in the case of a tie vote. Individuals representing appointed members may participate fully in discussion and deliberation, and may put motions for consideration by the Council on the floor, but may not vote in the ensuing decision.

Section 7: Term of Appointment

Organizational members shall be appointed by the CDSS for three (3) year terms commencing October 1 of the year.

Organizational members may be appointed to a second term by the organization that originally appointed them. Members appointed to replace a departing or resigned member shall be appointed to serve the remainder of the original term, but shall be eligible for reappointment at the expiration of that term.

Public members shall be appointed to three (3) year terms by the RPB. Such terms will run from the month following the date of appointment. Public members are also eligible for renomination to only a second term by the Department. Members appointed to replace departed or resigned members shall be appointed to full three year terms in their own right.

ARTICLE FOUR: OFFICERS

The Chairperson and Vice-Chairperson of the Council shall be chosen annually by the Council.

A recording Secretary shall be appointed by the Chief of the RPB and shall be a member of the RPB staff with duties outlined as follows:

Recording minutes for each SAC meeting
Updating and maintaining SAC files
Providing transportation and airline arrangements for each member
Checking and processing Travel Expense claims for each member

Section 1: Duties of Chairperson

A. Preside over all meetings
B. Prepare the monthly agenda
C. Call special meetings as necessary
D. Sign correspondence on behalf of the Council
E. If designated by the Council, represent the Council at special meetings, events or occasions.

Section 2: Duties of Vice-Chairperson

A. Shall perform, in the absence of the Chairperson, all duties of the Chairperson
B. Assist the Chairperson in preparing the monthly agenda.

Section 3: Election of Officers

A. Election of officers shall be held at the first meeting of each new Federal Fiscal Year (FFY)(October 1).

B. Nominations for each office shall be taken from the floor at the last meeting of the FFY and published in the minutes.

C. If there is more than one candidate for office, voting shall be made by ballot. The nominee receiving the most votes shall be elected to office.

ARTICLE FIVE: MEETINGS

The SAC shall schedule regular meetings at such times as may be determined by resolution of SAC subject to review and possible revision by the Department for reasons of fiscal limitations or schedule conflict. The Council may hold its meetings at various locations throughout the state.

All members will be notified of meetings in advance of the meeting date.

A quorum being achieved, all motions shall be approved by a majority of members in attendance.

ARTICLE SIX: SUBCOMMITTEES/TASK FORCES

Special subcommittees or task forces shall be appointed by the Chairperson as the need arises. The subcommittee or task forces may act only with the permission of SAC. Subcommittee and task force members shall be reimbursed for any actual and necessary expenses incurred in connection with the performance of their duties.

ARTICLE SEVEN: PARLIAMENTARY AUTHORITY

Rules contained in the Robert's Rules of Order, revised edition, shall govern the activities of the SAC and its special subcommittees or task forces, where applicable.

ARTICLE EIGHT: AMENDMENT OF BY-LAWS

These by-laws can be amended as necessary by a two-thirds (2/3) vote of the SAC members, provided that the amendment has been submitted at the regular meeting. Technical scheduling and organization name changes shall be made by the recording secretary.

NOMINATION TO THE
STATE ADVISORY COUNCIL
ON REFUGEE ASSISTANCE AND SERVICES

Agency:

Address:

Telephone Number:

FAX Number:

Current Position:

Mission of the agency the nominee represents:

Summary of nominee's personal history with refugees: (One page or less)

Summary of nominee's experience in representing the refugee community: (One page or less)

Summary of why you believe this nominee would make a valuable contribution to the SAC: (One page or less)

The person making this nomination:

YOUR name:

YOUR address:

YOUR telephone number:

YOUR FAX number:

59.20

8/8/98
Refugee Committee

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

NOTICE of a PUBLIC MEETING
of the
REFUGEE COMMITTEE

DATE:	Tuesday, December 8, 1998
TIME:	9:00 a.m. – 11:00 a.m.
LOCATION:	City College of San Francisco 33 Gough Street Auditorium

Public testimony on agenda items as authorized by the Committee chairman throughout the meeting

Agenda

1. Adoption of agenda *
2. Approval of minutes for the Committee's August 18, 1998 meeting (material enclosed) *
3. Review of subcontractors' performance for FFY '97 and recommendations for carry forward and additional Refugee Employment Social Services (RESS) funds (material enclosed) *
4. Public testimony on non-agenda items

* *Requires Committee action*

Issued November 23, 1998

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE:** NOVEMBER 25, 1998

FROM: STEVE ARCELONA, PRESIDENT

SUBJECT: REVIEW OF SUBCONTRACTORS' FEDERAL FISCAL YEAR (FFY) '97 PERFORMANCE AND STAFF RECOMMENDATIONS FOR CARRY FORWARD AND ADDITIONAL REFUGEE EMPLOYMENT SOCIAL SERVICES FUNDS

Background
Subsequent to your August 18, 1998 Committee meeting, staff received notification of final Refugee Employment Social Services (RESS) formula and RESS supplemental funding. In addition, we have now determined funds that are unexpended from FFY '97 and can be carried forward to FFY '98 programs.

These funds are as follows:

Additional RESS funds	$120,944
Supplemental RESS funds	$108,269
Carry Forward RESS funds	$40,830
Carry forward TA funds	$40,910
Total	$310,953

The additional RESS funds are a result of unexpended federal funds that the Office of Refugee Resettlement (ORR) carried forward from previous funding years. In addition, San Francisco applied for and was awarded supplemental RESS funds specifically to provide services for Temporary Assistance to Needy Families (TANF) recipients.

Attached are two tables (green). Table 1 displays subcontractor performance for FFY '97 from October 1, 1997 – September 30, 1998. The data include actual versus planned enrollments and employment entries, and actual employment entries versus actual enrollments. It should be noted that approximately 74 enrollments occurred in July, August, and September and thus the agencies had less than 90 days in which to place those refugees in jobs. Some of these late enrollees have been re-enrolled into FFY '98 programs. As can be seen from this table, Vocational Training (VT) programs achieved 98% of their enrollment goal, while enrollment in Employment Services (ES) programs only reached 57% of goal. In addition, ES programs placed a slightly higher percentage of their enrollees into jobs than did the VT programs.

In June, PIC staff submitted a draft Refugee County Plan and a draft Annual Performance Plan to the State Refugee Programs Branch (RPB) of the California Department of Social Services (CDSS). At the beginning of November, we submitted a revised Annual Performance Plan which included increased goals based upon the additional RESS funds. As of the writing of these recommendations, we have not received official word from the State whether our plan has been approved or not. Nevertheless, we feel we must move forward in making funding recommendations.

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Recommendations

Table 2 represents PIC Staff recommendations for the carry forward and additional funds. They are:

- Increasing funds for the Central Intake Point for intake and assessment services for the additional refugees to be served. The revised CIP funding level represents 10.2% of the services' funds; initially it was 12.1%.
- Adding funding for more VT slots. Staff is recommending full funding of all VT programs originally recommended for partial funding.
- Establishing a pool of funds to be made available to all RESS & TA formula funded employment services programs for Individual Referral (IR) of refugees into programs not currently funded with refugee funds. These funds could also be used for additional funding for VT programs that have reached their enrollment goal, but find that there are more refugees who want to enroll, or to fund classes during non-traditional hours if there is an expressed need. Department of Human Services (DHS) staff have said that their refugee clients want more vocational training program options in the refugee funded programs. DHS and PIC staff are also concerned that there may be client special needs that surface which would require a special project or a supplemental Request For Qualifications (RFQ).
- Setting aside a pool of funds primarily for ES programs to be used if there is an increased demand and enrollment in ES. Since in FFY '97, only 57% of the ES slots were filled, staff cannot recommend funding more ES. Only 272 ES slots were filled in FFY '97, and for FFY '98, we are already funding 295 ES slots. However, if this trend changes, these funds could be used to fund additional ES slots, based on subcontractor performance at the time. If an agency's ES slots are filled, and there are additional refugees who want to enroll in that program, the agency could access this pool. In addition, if the IR pool of funds gets depleted, agencies could then tap into this pool for IRs also. Funds that are not used would be carried into the next program year.
- Adding funds to the Acculturation/Social Adjustment Services (A/SAS) programs to bring their funding up to initial FFY '97 funding levels.

The service levels for those proponents recommended for additional funding have been adjusted based on the dollar amount being recommended.

Staff will be available at your December 8, 1998 meeting to answer any questions you may have about these recommendations.

Attachments

cc: Refugee Proponents
Roger Caron, CDSS
DHS Staff
PIC Staff

TABLE 2

PIC STAFF RECOMMENDATIONS FOR CARRY FORWARD AND UNALLOCATED REFUGEE FUNDS

AGENCY/PROGRAM	FFY '97 FINAL FUNDING	FFY '98 PRELIM FUNDING	CURRENT SLOTS	ADDITIONAL FUNDS RECOMMENDED	REVISED FFY '98 FUNDING LEVEL	REVISED SLOTS
IRC-CIP	$125,592	$119,886	NA	$13,626	$133,512	NA
CC/REAP - ES	$227,723	$170,123	122		$170,123	122
CC/REAP - VT	$15,000	$0	0		$0	0
CC/REAP - IR	$0	$22,500	15		$22,500	15
					$0	
JVS - ES	$326,101	$212,453	106		$212,453	106
JVS - VT	$82,316	$143,175	52	$29,489	$172,664	62
					$0	
CRDC-ES	$80,256	$0	0		$0	0
CRDC-VT	$57,200	$85,800	39	$28,600	$114,400	52
RT-ES	$0	$37,910	31		$37,910	31
TBC/AIRRC - ES	$36,346	$32,711	15		$32,711	15
					$0	
CES - ES	$40,228	$24,439	21		$24,439	21
TRANSP/CHILDCARE	$90,325	$30,000			$30,000	
IR SET ASIDE - REAP	$0	$52,500			$52,500	
IR SET ASIDE - ALL	$0	$0		$175,000	$175,000	53
SET ASIDE FOR ES	$0	$0		$57,649	$57,649	38
TOTAL ES/VT/IR SLOTS			**401**			**515**
IISF - A/SAS	$50,047	$35,583	132	$3,954	$39,537	147
RT - A/SAS	$26,347	$23,712	90	$2,635	$26,347	100
TOTAL A/SAS SLOTS			**222**			**247**
TOTAL FUNDS	$1,157,481	$990,792		$310,953	$1,301,745	

TABLE 1
REFUGEE PERFORMANCE DATA FOR FFY 1997

EMPLOYMENT SERVICE/ENGLISH LANGUAGE TRAINING

Subcontractor	Enrollments			Employment Entries			Employment Entry Rate		
	Actual	Plan	%	Actual	Plan	%	EE	Enroll	%
Community Educational Services	10	40	25%	6	27	22%	6	10	60%
Jewish Vocational Service	131	200	66%	72	130	55%	72	131	55%
Career Resources Dev. Ctr.	21	56	38%	9	36	25%	9	21	43%
TBC-African Immig. & Ref. Res. Ctr.	17	17	100%	8	14	57%	8	17	47%
Catholic Charities/REAP	93	165	56%	59	107	55%	59	93	63%
Refugee Transitions	NA	NA	NA	NA	NA	NA	NA	NA	NA
TOTALS	272	478	57%	154	314	49%	154	272	57%

VOCATIONAL TRAINING/VOCATIONAL ENGLISH-AS-A-SECOND-LANGUAGE

Subcontractor	Enrollments			Employment Entries			Employment Entry Rate		
	Actual	Plan	%	Actual	Plan	%	EE	Enroll	%
Career Resources Dev. Ctr.	27	26	104%	17	21	81%	17	27	63%
Catholic Charities/REAP	3	5	60%	1	5	20%	1	3	33%
Jewish Vocational Service	31	31	100%	15	25	60%	15	31	48%
TOTALS	61	62	98%	33	51	65%	33	61	54%

ACCULTURATION/SOCIAL ADJUSTMENT SERVICES

Subcontractor	Enrollments			Employment Entries			Employment Entry Rate		
	Actual	Plan	%	Actual	Plan	%	EE	Term	%
International Institute of S.F.	243	300	81%	NA	NA	NA	NA	NA	NA
Refugee Transitions	95	100	95%	4	0	∞	NA	NA	NA
TOTALS	338	400	85%	NA	NA	NA	NA	NA	NA

* These data are for the 12-month period from October 1, 1997 through September 30, 1998.

° Employment Entries (EE)/Total Served

NA - Not Applicable

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NOTICE of a PUBLIC MEETING
of the
REFUGEE COMMITTEE

DATE:	Tuesday, January 5, 1999
TIME:	3:00 p.m. – 4:30 p.m.
LOCATION:	City College of San Francisco 33 Gough Street Auditorium

Public testimony on agenda items as authorized by the Committee chairman throughout the meeting

Agenda

1. Adoption of agenda *
2. Approval of minutes for the Committee's August 18, 1998 meeting *
3. Review of subcontractors' performance for FFY '97 and recommendations for carry forward and additional Refugee Employment Social Services (RESS) funds *
4. Public testimony on non-agenda items

* *Requires Committee action*

Issued December 10, 1998

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

DRAFT MINUTES OF THE REFUGEE COMMITTEE MEETING JANUARY 5, 1999

Present:
Jack Fitzpatrick, Hyacinth Ahuruonye, Lisa Chanoff, Don Climent. Linda Davis, Margi Dunlap, Patricia Erwin, Carmela Gold, Ann Lazarus, Lucy Scarbrough.

Absent:
Mary Edington, Dolores Heaven, Louella Lee, Robert Rubin

The meeting was called to order at 3:10 p.m. by Linda Davis, Vice Chairwoman, in the absence of Mr. Jack Fitzpatrick.

By consensus, the agenda was adopted.

Motion to adopt the minutes from the August 18, 1998 was moved by Hyacinth Ahuruonye and seconded by Carmela Gold.

Ayes: Hyacinth Ahuruonye, Lisa Chanoff, Don Climent. Margi Dunlap, Patricia Erwin, Carmela Gold, Ann Lazarus, Lucy Scarbrough
Nays: None
Abstentions: None

Motion was passed.

Steve introduced Lucy Scarbrough, who is a Council member and is the Manager of the Job Services Office of the Employment Development Department (EDD) formerly managed by Billy Ray who retired and served on the Refugee Committee.

Steve also introduced Elizabeth Cano, technical assistant to Karen Hart.

He then provided background on the Refugee County Plan and that the State has recently notified the PIC that the Plan has not been approved, primarily because the projected numbers are low and the costs related to placements is too high.

As a result, Steve has requested a meeting with Bruce Wagstaff, Dpeuty Director of the State's Department of Social Services (DSS), to try and resolve the issues related to the Refugee County Plan. Will Lightbourne, Executive Director of the Department of Human Services (DHS) will accompany Steve at the meeting with Mr. Wagstaff scheduled for Monday, January 11.

Jack Fitzpatrick arrived at the meeting.

Motion to authorize Steve Arcelona to meet with Bruce Wagstaff to resolve the issues regarding the Refugee County Plan as soon as possible so funds will become available to finance the refugee program that began operation on October 1, 1998 was moved by Margi Dunlap and seconded by Ann Lazarus.

Ayes: Hyacinth Ahuruonye, Lisa Chanoff, Don Climent. Linda Davis, Margi Dunlap, Patricia Erwin, Carmela Gold, Ann Lazarus, Lucy Scarbrough
Nays: None
Abstentions: None

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Brenda Brown reviewed the PIC memorandum to the Refugee Committee members containing the PIC staff recommendations on how the unspent funds should be allocated and the rationale for those recommendations.

Both Steve and Brenda responded to questions from the Committee members as well as questions from the audience.

Motion to accept PIC staff recommendations was moved by Carmela Gold and seconded by Margi Dunlap.

Ayes: Hyacinth Ahuruonye, Lisa Chanoff, Linda Davis, Patricia Erwin, Carmela Gold, Ann Lazarus, Lucy Scarbrough
Nays: None
Abstentions: Don Climent, Margi Dunlap

Motion passed.

The meeting adjourned at 4:20 p.m.

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NOTICE of a PUBLIC MEETING

of the

REFUGEE COMMITTEE

DATE:	Friday, April 23, 1999
TIME:	2:00 P.M. – 4:00 P.M.
LOCATION:	City College of San Francisco 33 Gough Street Auditorium

Public testimony on agenda items as authorized by the Committee chairman throughout the meeting

AGENDA

1. Adoption of agenda *
2. Approval of minutes for the Committee's January 5, 1999 meeting (enclosed) * filed under minutes
3. Refugee Committee meeting schedule
4. Updates
   - Refugee County Plan (enclosed)
   - Proposed Office of Refugee Resettlement (ORR) regulation changes
   - Formula-funded subcontractor performance through March 31 (to be mailed)
   - Survivors International Discretionary program
   - Elderly Refugee Grant project
5. Planning for FFY 1999, County Plan and program design/Request for Proposals (RFP) (to be mailed)
6. Public testimony on non-agenda items

Issued March 26, 1999

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

To: REFUGEE COMMITTEE MEMBERS **Date:** MARCH 26, 1999

From: STEVE ARCELONA, PRESIDENT

Subject: FEDERAL FISCAL YEAR (FFY) 1998 REFUGEE COUNTY PLAN

On March 16, 1999, we received the attached letter from the Refugee Program Branch (RPB) of the State Department of Social Services (DSS) certifying our October 1, 1998 – September 30, 1999 plan for approval. We initially sent a plan to the RPB in June of 1998, and over the past six months have had several discussions with RPB staff and submitted revised goals and rationale for them. In January, PIC and San Francisco Department of Human Services Staff met with representatives of the RPB and subsequently provided additional written clarification of our plan; we now have State approval of the plan, which is attached for your perusal.

We are awaiting approval of our Annual Goal Plan from the federal Office of Refugee Resettlement. Should you have any questions, please contact Karen Hart.

Attachments

cc: Refugee Subcontractors
PIC Staff

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MAR 8 1999

TE OF CALIFORNIA–HEALTH AND HUMAN SERVICES AGENCY GRAY DAVIS, Governor

EPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

March 12, 1999

Steve Arcelona, President
Private Industry Council (PIC)
1650 Mission Street, Suite 300
San Francisco, CA 94103-2490

Dear Mr. Arcelona:

This is in response to your letter dated March 2, 1999 in which you provided us with clarification and supporting data for your Refugee Services Plan. The unique nature of the San Francisco labor market and the high costs of doing business are effectively addressed. It is apparent that you have given a great deal of attention to developing a reasonable, yet ambitious plan. In view of this, the County Plan is certified for approval for the period covering October 1, 1998 through September 30, 1999. We appreciate the dedication and continuing effort that you have put forth in the Refugee Program in order to improve service to refugees helping them to achieve self-sufficiency.

Thanks again, Steve, for all the time and effort you and your staff put into the planning process. If you have any questions, please contact me at (916) 654-4356, or Richton Yee, Manager, Refugee Programs Branch, at (916) 654-1805.

Sincerely,

Robert A. Barton, Chief
Refugee Program Branch

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REFUGEE COUNTY PLAN

City and County of San Francisco

FFY 1998
FY 1999

October 1, 1998

REFUGEE COUNTY PLAN
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SAN FRANCISCO COUNTY
PRIVATE INDUSTRY COUNCIL OF S.F., INC.
REFUGEE ASSISTANCE PROGRAMS

I.A. SUMMARY OF RESS 98 ALLOCATION

ITEM	AMOUNT	PERCENT
1. EMPLOYMENT *	57,649	9%
2. ON THE JOB TRANING	0	0%
3. SKILLS TRAINING **	392,853	60%
4. CASE MANAGEMENT (CIP)	34,933	5%
5. OTHER (Social Adjustment & Supportive Services) **	70,884	11%
SUBTOTAL SERVICES	556,319	85%
COUNTY ADMINISTRATION	98,877	15%
TOTAL COUNTY ALLOCATION	655,196	100%

* Employment is ES/ELT.

** Skills Training is VT/VESL and IR.

*** Supportive services will be approximately $5,000 and acculturation/social adjustment services will be approximately $65,884.

I.B. SUMMARY OF TA 98 ALLOCATION

ITEM	AMOUNT	PERCENT
1. EMPLOYMENT *	477,636	56%
2. ON THE JOB TRANING	0	0%
3. SKILLS TRAINING **	125,105	15%
4. CASE MANAGEMENT (CIP)	98,579	12%
5. OTHER (Supportive Services)	25,000	3%
SUBTOTAL SERVICES	726,320	85%
COUNTY ADMINISTRATION	125,499	15%
TOTAL COUNTY ALLOCATION	851,819	100%

* Employment is ES/ELT.

** Skills Training is VT/VESL and IR.

I.B. 2. SUMMARY OF TA 20% DISCRETIONARY 98 AWARD		
ITEM	AMOUNT	PERCENT
1. EMPLOYMENT *	167,251	95%
SUBTOTAL SERVICES	167,251	95%
COUNTY ADMINISTRATION	8,363	5%
TOTAL COUNTY ALLOCATION	175,614	100%

* Employment is ES/ELT.

I.C. IN HOUSE COMPONENT BUDGET

	RESS '98	TA '98	TA '98 Discretion.
Total Supportive Services	$5,000	$25,000	$0
PIC Administration			
• Staff salaries and fringe benefits	$86,023	$109,184	$7,276
• Allocated Overhead	$12,854	$16,315	$1,087
• Direct Charges (printing, reproduction, computer, travel, materials, supplies & audit expenses)			
Total PIC Administration	$98,877	$125,499	$8,363

The total PIC administration budget will not exceed the allowable rate from RESS and TA. These funds will be used for staff salaries and fringe benefits of those staff assigned to the Administration, Operations, Fiscal, and Management Information Systems units responsible for the RESS and TA programs. A portion of the allocated overhead costs attributable to the RESS and TA programs will also be included. The same cost allocation plan which was approved by the RPB and ORR will be used for FFY 1998.

The PIC Time Distribution Sheet (PIC 136A) is completed each month by all PIC staff. Charges are made to the appropriate funding sources and computed at the end of each month. The completed PIC 136A forms are kept on file and are available for review. A copy of the PIC 136A is attached as Appendix H-3.

The allocation plan used for overhead costs will continue to be computed in the same manner as in previous refugee programs. This allocation plan is based upon the proportion of PIC staff time charged for refugee activities as documented on the PIC 136A which each PIC staff person is required to complete. This allocation methodology was approved in the most recently completed audit of the PIC.

II. A. COUNTY SERVICES GOALS AND OUTCOMES PLAN

Check one: RESS [X] TA [ ] County Name: **San Francisco** Number:

FFY:1998 Service Period: From **Oct 1, 1998** to **September 30, 1999**

Check one: Original [X] Modification [ ]

CONTRACTED OR IN HOUSE SERVICES		GOALS									
		PROGRAM PARTICIPANTS/COMPLETIONS					JOB PLACEMENTS		90 DAY RETEN-	GRANT REDUC-	GRANT TERMIN-
		TOTAL	0 -12 Months		13-60 Months						
COMPONENTS	AMOUNTS	NUMBER	PERSON	COMPLS	PERSON	COMPLS	FT	PT	TIONS	TIONS	ATIONS
EMPLOYMENT *	$57,649	38	38	16	0	0	10	6	12	3	13
ENG.LANG.TRNG	$0	0	0	0	0	0	0	0	0	0	0
ON-THE-JOB	$0	0	0	0	0	0	0	0	0	0	0
SKILLS TRNG	$361,012	131	131	91	0	0	46	32	59	15	62
CASE MNGMNT	$32,533	169	0	0	0	0	0	0	0	0	0
OTHER **	$64,295	391	0	0	0	0	0	0	0	0	0
SUBTOTAL $	$515,489										
COUNTY ADMIN $	$94,340										
TOTALS	$609,829	729	169	107	0	0	56	38	71	18	74

* Employment is ES/ELT and skills training is VT/VESL or IR.

** Acculturation/Social Adjustment Services = $59,295 to serve 222 and support services = $5,000 to serve all refugees in all employment services.

II.B. COUNTY SERVICES GOALS AND OUTCOMES PLAN

Check one: RESS ☐ TA ☒ County Name: **San Francisco** Number:

FFY:1998 Service Period: From **Oct 1, 1998** to **September 30, 1999**

Check one: Original ☒ Modification ☐

CONTRACTED OR IN HOUSE SERVICES		GOALS									
		PROGRAM PARTICIPANTS/COMPLETIONS					JOB PLACEMENTS		90 DAY RETEN-	GRANT REDUC-	GRANT TERMIN-
		TOTAL	0 -12 Months		13-60 Months						
COMPONENTS	AMOUNTS	NUMBER	PERSON	COMPLS	PERSON	COMPLS	FT	PT	TIONS	TIONS	ATIONS
EMPLOYMENT *	$477,636	295	295	133	0	0	77	56	99	25	105
ENG.LANG.TRNG	$0	0	0	0	0	0	0	0	0	0	0
ON-THE-JOB	$0	0	0	0	0	0	0	0	0	0	0
SKILLS TRNG *	$84,195	32	32	19	0	0	12	7	14	4	15
CASE MNGMNT	$98,579	327	0	0	0	0	0	0	0	0	0
OTHER	$25,000	327	0	0	0	0	0	0	0	0	0
SUBTOTAL $	$685,410										
COUNTY ADMIN $	$120,954										
TOTALS	$806,364	981	327	152	0	0	89	63	113	29	120

* Employment is ES/ELT and skills training is VT/VESL or IR.

II. C. COUNTY SERVICES GOALS AND OUTCOMES PLAN (TA DISCRETIONARY)

Check one: RESS [ ] TA [X] FFY:1998 County Name: **San Francisco** Number:

Service Period: From **October 1, 1998** to **September 30, 1999**

Check one: Original [X] Modification [ ]

CONTRACTED OR IN HOUSE SERVICES		GOALS									
		PROGRAM PARTICIPANTS/COMPLETIONS					JOB PLACEMENTS		90 DAY RETEN-	GRANT REDUC-	GRANT TERMIN-
		TOTAL	0 -12 Months		13-60 Months						
COMPONENTS	AMOUNTS	NUMBER	PERSON	COMPLS	PERSON	COMPLS	FT	PT	TIONS	TIONS	ATIONS
EMPLOYMENT	$167,251	50	0	0	50	33	20	13	25	6	26
ENG.LANG.TRNG	$0	0	0	0	0	0	0	0	0	0	0
ON-THE-JOB	$0	0	0	0	0	0	0	0	0	0	0
SKILLS TRNG	$0	0	0	0	0	0	0	0	0	0	0
CASE MNGMNT	$0	0	0	0	0	0	0	0	0	0	0
OTHER	$0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL $	$167,251										
COUNTY ADMIN $	$8,363										
TOTALS	$175,614	50	0	0	50	33	20	13	25	6	26

II. D. COUNTY SERVICES GOALS AND OUTCOMES PLAN

Check one: RESS [X] TA [ ]

County Name: San Francisco

Number:

FFY:1996 Service Period: From **October 1, 1998** to **September 30, 1999**

Check one: Original [X] Modification [ ]

Rollover funds from FFY 1997

CONTRACTED OR IN HOUSE SERVICES		GOALS									
		PROGRAM PARTICIPANTS/COMPLETIONS					JOB PLACEMENTS		90 DAY RETEN-	GRANT REDUC-	GRANT TERMIN-
		TOTAL	0 -12 Months		13-60 Months						
COMPONENTS	AMOUNTS	NUMBER	PERSON	COMPLS	PERSON	COMPLS	FT	PT	TIONS	TIONS	ATIONS
EMPLOYMENT	$0	0	0	0	0	0	0	0	0	0	0
ENG.LANG.TRNG	$0	0	0	0	0	0	0	0	0	0	0
ON-THE-JOB	$0	0	0	0	0	0	0	0	0	0	0
SKILLS TRNG	$31,841	10	10	6	0	0	4	2	4	1	5
CASE MNGMNT	$2,400	10	0	0	0	0	0	0	0	0	0
OTHER	$6,589	25	0	0	0	0	0	0	0	0	0
SUBTOTAL $	$40,830										
COUNTY ADMIN $	$4,537										
TOTALS	$45,367	45	10	6	0	0	4	2	4	1	5

Skills Training is IR
Other is A/SAS

II.E. COUNTY SERVICES GOALS AND OUTCOMES PLAN

Check one: RESS [ ] TA [X]

County Name: San Francisco

Number:

FFY:1996 Service Period: From **October 1, 1998** to **September 30, 1999**

Check one: Original [X] Modification [ ]

Rollover funds from FFY 1997

CONTRACTED OR IN HOUSE SERVICES		GOALS									
		PROGRAM PARTICIPANTS/COMPLETIONS					JOB PLACEMENTS		90 DAY RETEN-TIONS	GRANT REDUC-TIONS	GRANT TERMIN-ATIONS
		TOTAL	0 -12 Months		13-60 Months						
COMPONENTS	AMOUNTS	NUMBER	PERSON	COMPLS	PERSON	COMPLS	FT	PT			
EMPLOYMENT *	$0	0	0	0	0	0	0	0	0	0	0
ENG.LANG.TRNG	$0	0	0	0	0	0	0	0	0	0	0
ON-THE-JOB	$0	0	0	0	0	0	0	0	0	0	0
SKILLS TRNG *	$40,910	14	14	9	0	0	7	2	7	2	7
CASE MNGMNT	$0	0	0	0	0	0	0	0	0	0	0
OTHER	$0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL $	$40,910										
COUNTY ADMIN $	$4,545										
TOTALS	$45,455	14	14	9	0	0	7	2	7	2	7

*Skills Training is IR

State or County **SAN FRANCISCO**

Data are: [X] Unduplicated
(check one) [ ] Duplicated

Caseload (CL)	FY 1998 Goal	FY 1998 Actual	FY 1999 Goal	FY 1999 Actual
TANF	NA	97	425	43
RCA	NA	215	100	39
Other *	NA	80	45	28
Total	540	392	570	110

Perforamnce Measures

1. Entered Employme	#	%	#	%	#	%	#	%
(Total)	241	45%	229	58.4%	294	52%	27	24.5%
Full Time	144	60%	142	62.0%	176	60%	17	63.0%
Part Time	97	40%	87	38.0%	118	40%	10	37.0%
TANF (Total)	NA	NA	49	21.4%	219	74%	8	29.6%
Full Time	NA	NA	31	63.3%	131	60%	4	50.0%
Part Time	NA	NA	18	36.7%	88	40%	4	50.0%
RCA (Total)	NA	NA	127	55.5%	52	18%	12	44.4%
Full Time	NA	NA	72	56.7%	31	60%	9	75.0%
Part Time	NA	NA	55	43.3%	21	40%	3	25.0%
Other * (Total)	NA	NA	53	23.1%	23	8%	7	25.9%
Full Time	NA	NA	39	73.6%	14	61%	4	57.1%
Part Time	NA	NA	14	26.4%	9	39%	3	42.9%

If you are using the number of cash assistance recipients placed as the denominator for #2 and #3, enter #:

	241		229		294		27	
2. Cash Assistance	#	%	#	%	#	%	#	%
Terminations (Tota	192	80%	125	55%	232	79%	10	37%
TANF	NA	NA	24	19%	172	74%	2	20%
RCA	NA	NA	91	73%	42	18%	7	70%
Other *	NA	NA	10	8%	18	8%	1	10%
3. Cash Assistance								
Reductions (Total)	47	20%	42	18%	56	19%	10	37%
TANF	NA	NA	23	55%	42	75%	6	60%
RCA	NA	NA	13	31%	10	18%	4	40%
Other *	NA	NA	6	14%	4	7%	0	0%
4. Average Hourly Wage at Placement	$7.25		$8.06		$7.50		$7.80	
5. Employment								
Retentions (Total)	180	75%	174	76%	220	75%	1	4%
TANF	NA	NA	37	21%	162	74%	0	0%
RCA	NA	NA	99	57%	40	18%	0	0%
Other *	NA	NA	38	22%	18	8%	1	100%
6. Entered Employ. w/ Health Benefits (Total)	71	49%	91	52%	88	50%	12	44%

* Other includes refugees eligible for services other than TANF and RCA recipients (i.e., General Assistance (GA).

Funding Sources	FY 1998 Actual	FY 1999 Proposed
Social Services Formula	$186,580	$450,502
Targeted Assistance Formula	$568,473	$602,741
Discretionary	$84,528	$167,251
Total ORR Funds Used for Employment Services	$839,581	$1,220,494
Cost per Placement	$3,682	$4,151

Narrative:

FY 1998 and 1999 Actual data are through December 31, 1998.

III.A. BRIEF DESCRIPTION OF RESS SERVICE COMPONENTS

Employment Services (ES)/English Language Training (ELT)

The ES activities are directed toward job placement and consist of assessment to develop a profile of work history, training/education, physical condition, English language ability, present degree of employability and/or assistance needed to overcome identified barriers to employment. It provides employment orientation, job search and job readiness assistance, job development, job placement, necessary support assistance to both refugees and employers, as well as follow-up services which assist refugees in maintaining their jobs. The ES is designed to include ELT for the refugee to learn employment-related reading, writing, listening and speaking skills. Internships/work experience may be included to enhance the ES component. ELT and internships/work experience will run concurrently with ES.

Case Management (Central Intake Point (CIP))

The CIP performs intake eligibility and assessment of employment and training needs and supportive services needs of all referrals from the local Department of Human Services (DHS), from public or private agencies including other refugee referrals, and self-referrals, develops family self-sufficiency plans, and develops and monitors memoranda of understanding.

Vocational Training (VT/VESL)

The VT is instructional training designed to develop specific skills in targeted occupational fields which reflect local labor market needs. Current occupations and areas of service include medical/clerical, certified nursing assistant, computer aided design and computer data entry fields. It is designed to provide the refugee with the skills needed to seek and maintain employment in the targeted occupational fields. The VT is also designed to include a vocational English as a second language (VESL) component in which the refugee will learn vocational-related reading, writing, listening, and speaking skills for the specific skill area. VESL will run concurrently with the VT component. . Internships/work experience may be included to enhance the VT component.

On-the-Job Training (OJT) Broker Services

OJT is salaried training with the Employer-of-record at an employer's worksite designed to develop the specific skills for maintaining employment in a specified job. An OJT contract is one in which the employer is reimbursed for up to 50% of the refugee's salary for a limited period of time, not exceeding six months, to compensate for the costs of training the refugee to an acceptable skill level for unsubsidized, full-time, permanent employment.

Individual Referral (IR) Training Broker Services

IR brokers develop subcontracts between the PIC and a provider of vocational training services for individual refugees. IR is training designed to meet the special requirements of an individual who has needs other than those which can be met by existing refugee funded training programs. IR subcontracts may be either cost reimbursement or, if the provider qualifies as a vendor, "commercially-available training packages" and tuition-based instruments", which are fixed price instruments.

Other/Support Services (SS)

Support services are provided to refugees participating in the refugee services program to decrease barriers to successful completion of the employment/training programs, and subsequently, to maintain employment. The services include transportation, childcare, and other ancillary services needed to begin employment, if not provided by DHS.

Acculturation/Social Adjustment Services (A/SAS)

The acculturation and social adjustment services (A/SAS) are directed at assisting refugees understand and effectively utilize and interact with basic systems (e.g. welfare, finance, housing, health, education, human relations, legal matters) involved in daily living and in dealing with problems which arise when these systems or their interaction with them is not working as well as it should.

III.B. BRIEF DESCRIPTION OF TA SERVICE COMPONENTS

Employment Services (ES/(ELT)

The ES activities are directed toward job placement and consist of assessment to develop a profile of work history, training/education, physical condition, English language ability, present degree of employability and/or assistance needed to overcome identified barriers to employment. It provides employment orientation, job search and job readiness assistance, job development, job placement, necessary support assistance to both refugees and employers, as well as follow-up services which assist refugees in maintaining their jobs. The ES is designed to include ELT for the refugee to learn employment-related reading, writing, listening and speaking skills. Internships/work experience may be included to enhance the ES component. ELT and internships/work experience will run concurrently with ES.

Case Management (Central Intake Point (CIP))

The CIP performs intake eligibility and assessment of employment and training needs and supportive services needs of all referrals from the local Department of Human Services (DHS), from public or private agencies including other refugee referrals, and self-referrals, develops family self-sufficiency plans, and develops and monitors memoranda of understanding.

Vocational Training (VT/VESL)

The VT is instructional training designed to develop specific skills in targeted occupational fields which reflect local labor market needs. Current occupations and areas of service include medical/clerical, certified nursing assistant, computer aided design and computer data entry fields. It is designed to provide the refugee with the skills needed to seek and maintain employment in the targeted occupational fields. The VT is also designed to include a vocational English as a second language (VESL) component in which the refugee will learn vocational-related reading, writing, listening, and speaking skills for the specific skill area. VESL will run concurrently with the VT component. . Internships/work experience may be included to enhance the VT component.

On-the-Job Training (OJT) Broker Services

OJT is salaried training with the Employer-of-record at an employer's worksite designed to develop the specific skills for maintaining employment in a specified job. An OJT contract is one in which the employer is reimbursed for up to 50% of the refugee's salary for a limited period of time, not exceeding six months, to compensate for the costs of training the refugee to an acceptable skill level for unsubsidized, full-time, permanent employment.

Individual Referral (IR) Training Broker Services

IR brokers develop subcontracts between the PIC and a provider of vocational training services for individual refugees. IR is training designed to meet the special requirements of an individual who has needs other than those which can be met by existing refugee funded training programs. IR subcontracts may be either cost reimbursement or, if the provider qualifies as a vendor, "commercially-available training packages" and tuition-based instruments", which are fixed price instruments.

Other/Support Services (SS)

Support services are provided to refugees participating in the refugee services program to decrease barriers to successful completion of the employment/training programs, and subsequently, to maintain employment. The services include transportation, childcare, and other ancillary services needed to begin employment, if not provided by DHS.

III.C. BRIEF DESCRIPTION OF ELDERLY REFUGEE GRANT PROJECT

The San Francisco Senior Refugee Service (SRS) Project serves elderly refugees by assisting them to become U.S. citizens and enabling them to attain long-term self-sufficiency through improved access to information and services. The first objective of this project is to strengthen social services to refugee seniors by enabling existing service providers to expand the range of culturally and linguistically competent services being provided to the target population. These services will include outreach and assessment; social service case management; mental health services; employment related programming; conflict resolution; information and referral; volunteer mentors, case aides, and tutors; and health education. The second objective is to strengthen and expand the City's existing naturalization network consisting of Jewish Family and Children's Services (JFCS), the International Institute of San Francisco (IISF), La Raza Centro Legal (LRCL), Self-Help for the Elderly (SHE), Richmond Area Multi-Services Center (RAMS), Nihonmachi Legal Outreach (NLO), and their partners to enable the network to more adequately and fully assist the elderly refugee population to naturalize.

III.D. BRIEF DESCRIPTION OF TA DISCRETIONARY PROJECT

TA Discretionary funds will be used to enhance the existing Iraqi Employment Project. Services are focused on creating financial self-sufficiency and building the community's capacity to take care of itself.

Employment Services (ES/ELT)
Services will include English language classes, computer skills training, pre-employment training, community orientation field trips, as well as job development, placement, and follow up services. Participants will be referred to vocational training programs at other agencies, if needed.

Other Services
The project will provide scholarships for training in non-profit management and leadership, translation assistance, childcare, housing referral assistance, credit assistance, acculturation and social adjustment services, and immigration assistance.

IV.A. RESS AND TA FUNDING STRATEGY

The final allocation of Refugee Employment Social Services (RESS) funds amounts to $609,829; the final allocation of Targeted Assistance (TA) funds is $806,364; the allocation of TA Discretionary funds is $175,614 and rollover FFY'97 funds of $90,822 for RESS and TA bring the total for San Francisco to $1,682,629.

These funds will be used to assist eligible refugees in the county, especially the older refugees, refugee women, and refugees who have low SPLs to achieve economic self-sufficiency as recommended by the Refugee Committee and approved by the full Council, the Mayor, and the Board of Supervisors.

An eligible refugee pool is available of General Assistance (GA), Temporary Assistance for Needy Families (TANF), Supplementary Security Income (SSI), and Food Stamps (FS) recipients, in addition to the shrinking number of Refugee Cash Assistance (RCA) recipients.

The TA 20% Discretionary funds will be used to enhance the existing Iraqi Employment Project which provides English language classes, computer skills training, pre-employment training, community orientation field trips, as well as job development, placement, and follow up services. The funds will also provide for scholarships for training in non-profit management and leadership, translation assistance, childcare, housing referral assistance, credit assistance, acculturation and social adjustment services, and immigration assistance.

RESS & TA FUNDING SUMMARY	TA	RESS	TA 20% Disc	TOTAL
Employment Services	$602,741	$450,502	$167,251	$1,220,494
Case Management	$98,579	$34,933	$0	$133,512
Acculturation/Social Adjustment Services	$0	$65,884	$0	$65,884
Supportive Services	$25,000	$5,000	$0	$30,000
PIC Administration	$125,499	$98,877	$8,363	$232,739
Total	$851,819	$655,196	$175,614	$1,682,629

The case management funds will be used to conduct intake eligibility and develop a family self-sufficiency plan which includes assessment of employment and training needs, supportive services needs, and acculturation/social services adjustment needs that the refugee families may need from the time of their arrival until the attainment of economic independence.

The Employment Services funds will be used to provide employment services, English Language Training (ELT), Vocational Skills (VT) training, Individual Referral (IR)Training, and/or On-the-Job Training (OJT) to enable refugees to obtain jobs and attain economic self-sufficiency as soon as possible.

The Supportive Services funds will be used to provide supportive services needed to help the refugee participate and complete the employment services.

The acculturation/social adjustment services (A/SAS) funds are essential to the adjustment of refugees settling in a new community. In order to provide these needed services, funds have been set aside for qualified Mutual Assistance Association (MAA) and social services agencies to deliver these needed services.

The PIC will operate the following two systems to provide the employment and acculturation/social adjustment services to the eligible refugees.

One system will be a mandatory RCA Employment Services System (RCA ES) for refugees receiving RCA . Priority of refugees to be served are those RCA clients who are newly arrived, or welfare refugees who have been in the United States 12 months or less.

The secondary system will be a TANF Refugee Employment Services (VTR/ES) system for TANF, GA, SSI, Food Stamps, and non-aided refugees and who have been in the United States for 60 months or less.

The PIC also proposes to provide services to those refugees who have been in the United States for more than 12 month and less than 60 months if funds and slots are available, as the PIC believes it should extend the services to as many refugees as possible in San Francisco who seek to become self-sufficient.

Any funds which may be unspent from previous years, as well as any new allocations of refugee funds for the period covered by the County Plan, will be used to increase the various program components and will be consistent with the data provided in Section 1 of the County Plan.

Consideration will be given to extending selected subcontractors based on their performance, the projected demographics of the target population, and the availability of funds.

IV.B. RCA EMPLOYMENT SERVICES SYSTEM

This system will provide employment services primarily to refugees receiving cash assistance (RCA) and also comply with section 400.75 (a) (1) as amended.

The RCA ES System will comply with the State guidelines which require:

A. Verification/documentation of refugee cash assistance status;

B. Determination of eligibility for RESS-funded services (including RESS-funded supportive services);

C. County-standardized assessment of the refugee's employment, training, English language and supportive services needs;

D. Development of a refugee family self-sufficiency/employability plan which identifies the services needed to remove barriers that restrict the refugee's or family member's ability to become self-sufficient through ongoing unsubsidized employment.

At a minimum, the employability plan shall include the following:

1. a definite employment goal to be attained upon completion of the employment-related and English language training services;

2. a description of the employment/training and supportive services needed, with specified objectives and estimated time frames for the completion of each service activity; and

3. a description of the participant's rights, duties, and responsibilities, including consequences of refusing to participate in employment-related and/or English language training services.

E. Agency/Participant Agreement

An agency/participant agreement will be developed and utilized. The agreement will be signed by the participant and the provider agency and will indicate the following:

1. the purpose of the agreement;

2. the provider's participation standards;

3. the participant's obligations;

4. the length of participation in the service/activities, including the number of hours of participation per week;

5. the educational, training and/or employment activities in which the refugee will participate; and

6. the supportive services.

F. Employment Service Activities

The RCA/ES system shall include the Employment services activities listed below:

1. education in English proficiency for refugees who are not sufficiently competent to understand, speak, read, or write the English language to allow employment commensurate with the employment goals.

2. job skills training; including skills training in technical job skills in a specific occupational area;

3. job readiness activities designed to ensure that the refugee is familiar with general workplace behavior/attitudes necessary to compete successfully in the labor market;

4. job development/placement; and

5. group/individual job search, including counseling, job seeking skills training.

G. Referrals of all mandatory RCA applicants and recipients for participation in available/appropriate employment and training programs; and

H. A system tracking and reporting the refugee's progress (including non-participation/cooperation) in services and employment to the San Francisco Department of Human Services (SFDHS).

Upon completion of each service component in the employability plan, the refugee shall be assessed to determine progress towards the goal. If a refugee has participated in 90 days of job search and failed to become employed, consideration shall be made for referral to other employment-related and English language training services which could increase the participant's employability. The County will ensure services to refugees who continue until either full time employment or time expiration is reached.

IV.C. RESS AND TA FUNDED GAIN SERVICES SYSTEM

San Francisco does not have RESS and/or TA funded GAIN Services System.

IV.D. GAIN SUPPLEMENTAL REFUGEE SERVICES SYSTEM

San Francisco does not have GAIN Supplemental Refugee Services System.

IV.E. VOLUNTARY TANF REFUGEE EMPLOYMENT SERVICES (VTR/ES) SYSTEM

The Voluntary TANF Refugee services (VTR/ES) system will provide employment and training services to TANF refugees, as well as GA, SSI and Food Stamp refugees, and those who are not on aid.

The San Francisco VTR/ES System will comply with the State guidelines which require:

A. Referral and Participation

Refugees referred to services provided under this system are not mandated to participate. DHS Employment Specialists will identify refugees on aid who have been in the country less than 60 months, and refer them to the PIC Refugee Central Intake Point after they have gone through a CalWORKs intake process. The CIP will inform participants of their rights and responsibilities regarding participation requirements of this system and the consequences of any failure to participate. Participants who fail to cooperate or participate will be terminated from services for 90 days.

The CIP staff will provide an assessment, including in depth English language capability, and referral to an appropriate service provider that is culturally and linguistically appropriate. If the refugee agrees that the referral is suitable, then the refugee will go back to the DHS Employment Specialist to complete and sign the Individual Responsibility Plan (IRP). The Employment Specialist will then send

a copy of the employment plan to the CIP, which in turn will send it to the service provider. The provider will send a copy to the PIC along with other enrollment documents.

B. Initial Assessment

The CIP will make an initial county-standardized assessment of the refugee's employability and services needs relative to:

1. the refugee's English language training and education needs, employment skills proficiency/ deficiency and prior work history; and

2. the refugee's supportive services needs, including childcare.

3. Refugees who have had a health screening at the medical clinic will present proof of screening to be included in their records.

C. Family Self-Sufficiency/Employability Plan - Content/Development

Based upon the assessment findings and in consultation with the refugee and family members, including consideration of the services provided by the resettlement agencies and in consultation with DHS staff, the CIP will develop an employability plan which includes the following:

1. an employment goal for the refugee and family members;

2. a description of the services to be provided including childcare and other supportive services;

3. a description of the job activities to be undertaken by the refugee and family members to achieve the employment goal;

In developing the employability plan, the CIP will take the following into account:

1. available program resources;

2. the refugee's supportive services needs;

3. the refugee's skills level and aptitudes;

4. local employment opportunities; and

5. the refugee's preferences, to the maximum extent possible.

D. Agency/Participant Agreement

An agency/participant agreement will be developed and utilized. The agreement will be signed by the participant and the provider agency and will indicate the following:

1. the purpose of the agreement;

2. the provider's participation standards;

3. the participant's obligations;

4. the length of participation in the service/activities, including the number of hours of participation per week;

5. the educational, training and/or employment activities in which the refugee will participate; and

6. the supportive services.

E. Employment Service Activities

The County's Voluntary TANF Services System shall include the employment services activities listed below:

1. education in English proficiency for refugees who are not sufficiently competent to understand, speak, read, or write the English language to allow employment commensurate with the employment goals.

2. job skills training; including skills training in technical job skills in a specific occupational area;

3. job readiness activities designed to ensure that the refugee is familiar with general workplace behavior/attitudes necessary to compete successfully in the labor market;

4. job development/placement; and

5. group/individual job search, including counseling, job seeking skills training.

V. CERTIFICATION

This Refugee Services County Plan has been developed in accordance with the appropriate federal, state, and county regulations. All applicable regulations and federal notices will be followed during the implementation and execution of the County Plan. A copy of Exhibit L of the Guidelines "Required Assurances" and the "Targeted Assistance and Refugee Employment Social Services Allocation Assurances" are attached to this County Plan as Appendix F.

APPENDIX A

SUPPORTING PLANNING INFORMATION

The Refugee Committee was established when, at the request of the Department of Human Services, the Board of Supervisors transferred the TA and RESS funds for employment and training for refugees to the PIC. The Committee is chaired by a member of the Council and consists of representatives from the local public schools, the Department of Human Services, the Department of Public Health, the Job Services Office of the Employment Development Department, and several refugee serving agencies. A list of the Committee is included with the County Plan as Appendix H.2.

The staff developed the County Plan recommendations by reviewing the most recent information available from the ORR and RPB regarding the requirements of the County Plan, reviewing information on the country of origin of refugees seen by the CIP in the most current 12-month period for the target population, analyzing the local labor market information provided from a variety of sources both local and state for target occupations, consulting San Francisco Department of Human Services staff for welfare caseloads in the County, and analyzing the overall performance of the present subcontractors, including enrollments, placements, 90-day retentions, and the available dollars for the planning process.

At the public meeting, the members of the Committee discussed staff's County Plan recommendations as well as heard comments and concerns raised by members in the audience. The Committee then voted on those recommendations which were then forwarded to the full Council, the Mayor, and the Board of Supervisors for their review and approval.

A Request For Proposal (RFP) has been developed from the elements presented in the County Plan and a Bidders' Conference was scheduled and notice was published in the local newspaper as well as sent out to all agencies on the RFP mailing list that requested to be notified of available funds to provide employment and training services to refugees. The announcement was also sent to the San Francisco public library where the information is periodically broadcast on the public information cable channel.

APPENDIX B

LABOR MARKET ANALYSIS

The Labor Market Information Division (LMID) of the Employment Development Department (EDD), and the PIC estimate that, while the City and County of San Francisco is projected to register only a very modest growth in the total number of jobs between 1992 and 1999 of approximately 2.5% (or less than a half of one percent during 1997 to 1998) almost all of that growth will continue to be in the "Services" industries. The number of jobs in the other eight major industrial groups are projected to remain unchanged or register even slight reductions. The county's current unemployment rate is 3.4%.

Although the county unemployment rate may be relatively low, competition for jobs remains. With the county's well educated labor force, employers hire college educated applicants for low level positions. In addition, much of the new job growth is in the high tech. field which is out of reach for refugees with limited English ability. Also, many employers have shifted to hiring more part time workers and offering fewer fringe benefits than in the past.

The PIC, in cooperation with LMID of the EDD, completed and published the 1997 Occupational Outlook for San Francisco. This annual publication has been a primary source used by the PIC in conducting its labor market analysis and for determining the demand for various occupations. Occupations relevant to employment in the San Francisco area were chosen from area employer surveys. Based on an analysis of current regional employment trends, including employer surveys, the PIC has determined the following demand occupations to be appropriate for refugee employment in San Francisco County:

- Security Guards
- Cashiers
- Janitors and Cleaners
- Receptionist and Information Clerks
- Shipping and Receiving Clerks
- Salespersons, Retail
- Waiters and Waitresses
- Food Preparation Workers

Subcontractors will be asked to target occupations in which skilled labor demand exceeds supply and for any local industry with a high potential for sustained growth. Subcontractors will be allowed to revise their occupational emphasis if they provide justification for the change(s).

TARGET POPULATION

It is impossible to determine with any accuracy the number of refugees who will become residents in San Francisco from those refugees who arrived from primary resettlement or from secondary migration in the last five years, or to determine the ethnicity of the refugees who will be served in the TA/RESS programs.

However, based on data for the past 12 months (June 1, 1997 through May 31, 1998 and 60 months (June 1, 1993 through May 31, 1998) gathered by the Central Intake Point (CIP), the following charts represent an estimate of the refugees who will be targeted to be served in FFY 1998:

Table I
Country of Origin - 12 months only

Country of Origin	1998%
Former Soviet Union	67.4%
Southeast Asia	14.3%
East Europe	15.7%
Near East	2.2%
Latin America	0.2%
Africa	0.2%
Total	100.0%

Table II
SPL by Age and Aid Type - 12 months only

SPL	TANF			RCA			OTHER			TOTAL
	16-21	22-49	50+	16-21	22-49	50+	16-21	22-49	50+	
0	1	40	1	6	43	35	0	2	3	131
1	0	3	0	0	8	10	1	3	0	25
2	1	4	0	4	17	18	0	0	3	47
3	0	7	1	4	21	8	0	3	2	46
4	0	18	1	3	13	8	0	3	4	50
5	0	16	1	6	5	5	0	0	5	38
6	1	11	1	3	14	3	0	0	2	35
7	0	2	0	2	3	0	1	0	2	10
Unknown	0	3	0	2	15	8	0	4	0	32
TOTAL	3	104	5	30	139	95	2	15	21	414

Tables III and IV provide the same information as Tables I and II respectively, but the time period is 60 months (June 1, 1993 through May 31, 1998).

Table III
Country of Origin - 60 months or less

Country of Origin	1998%
Former Soviet Union	68.5%
Southeast Asia	14.5%
East Europe	9.1%
Near East	4.0%
Latin America	3.0%
Africa	0.9%
Total	100.0%

Table IV
SPL by Age and Aid Type - 60 months or less

SPL	TANF			RCA			OTHER			TOTAL
	16-21	22-49	50+	16-21	22-49	50+	16-21	22-49	50+	
0	8	257	27	94	369	493	1	9	6	1,264
1	1	44	2	30	88	144	1	7	2	319
2	5	45	5	48	175	210	3	9	8	508
3	1	53	4	66	174	96	1	14	10	419
4	2	60	5	44	95	53	1	17	6	283
5	0	79	6	32	87	23	2	4	9	242
6	1	87	6	35	72	18	3	9	5	236
7	0	31	2	12	19	2	2	1	3	72
Unknown	0	26	0	6	35	35	0	8	3	113
TOTAL	18	682	57	367	1,114	1,074	14	78	52	3,456

These data should be helpful in designing the best programs to serve the needs of eligible refugees, recognizing ORR's priorities in the provision of services, PIC's priority in funding of programs designed for refugees 50 years of age and older, and the implementation of San Francisco's CalWORKs program for TANF recipients.

Employability services, cultural and linguistic services, and social services are important to refugee families to achieve economic self-sufficiency. The PIC will provide employment services to refugee families and continue to use qualified MAA and social services agencies to provide access to other community resources in addition to delivering acculturation and social adjustment services to eligible refugee families in FFY'98.

The PIC will ensure refugee women will have equal opportunity to participate in all refugee services programs and be hired to deliver program services as well. If childcare services are needed, the refugee women will be referred to SFDHS supplemental childcare, transitional childcare, CalWORKs childcare, or PIC will provide childcare as the last resort. According to MIS statistics, in FFY'95, FFY'96, and FFY'97, services to refugee women represented 45%, 53%, and 60% respectively.

According to the CDSS and Department of Health Services, refugees who have been in the United States 60 months or less by aid types, include 40 refugees receiving RCA, 713 TANF cases, and 523 refugees receiving GA. Priority will be given to refugees receiving RCA who are newly arrived and welfare refugees who have been in the country 12 months or less. All CalWORKs and GA refugees will also be allowed access to services, in addition to refugees who are not on aid.

We will use the ORR priorities in provision of services:

1. All newly arriving refugees during their first year in the U.S., who apply for services;
2. Refugees who are receiving cash assistance;
3. Unemployed refugees who are not receiving cash assistance; and
4. Employed refugees in need of services to retain employment or to attain economic independence.

APPENDIX D

PROCUREMENT PROCESS

The procurement process is described below:

The Refugee Committee recommended issuing a Request For Proposal (RFP) soliciting proposals beginning October 1, 1998 to September 30, 1999.

The PIC issued Request For Proposal in June, 1998. A Bidders' Conference was held at the City College of San Francisco District Office auditorium.

The Board of Supervisors resolution approving the County Plan was sent to RPB as soon as it was received.

Proponents were notified by use of local newspapers and an RFP mailing list developed and maintained by the PIC. The RFP incorporates relevant portions of the County plan.

Proposals will be reviewed and ranked by a review team. Those recommendations will be reviewed by the Refugee Committee, an advisory group consisting of representatives of the PIC as well as individuals representing the refugee community (see Appendices H.3) The members of the Committee are selected by the Chair of the Committee through nominations submitted by the general public. The recommendations were forwarded to the PIC for its approval, and were also forwarded to the Economic Development, Transportation and Technology Committee which recommends approval to the full Board of Supervisors. Public testimony is heard at both committee levels.

APPENDIX E

COUNTY MONITORING PLAN

A. Monitoring Responsibility

The responsibility for coordinating the monitoring function will reside with the Operations Unit under the Vice-President of Operations. The Fiscal Unit will do the fiscal monitoring and maintain current financial records for all approved service providers and submit required financial reports according to guidelines and timelines established by the RPB. Service providers will be required to provide the PIC with copies of the most recent audit reports. PIC staff will comply the monitoring requirements stated in Exhibit H of the State Guidelines.

Eligibility documents (RS-1) will be maintained for all enrolled refugees by the PIC Management Information Systems (MIS) Unit. The PIC's MIS will maintain a continuously updated refugee file of all refugees enrolled and placed in the program on the Data General mini-computer. The central electronic file will be the basis of controlling the non-duplication of services. Service providers will be notified of prior (or current) enrollment of refugees in another ongoing program in order to avoid duplication. A back-up hard copy filing system which will include relevant participant enrollment, status change, and termination documents will also be maintained.

B. Monitoring Frequency and Methodology

The monitoring of service providers will occur at two levels. First, there will be formal on-site visits by the Refugee Program Coordinator (RPC). These visits will include start up monitoring, participant files review, completion of semi-annual performance review, and completion of a final evaluation.

A Subcontractor's Quarterly Narrative Report will be required from all agencies and will cover pertinent start-up, administrative, operational, and performance issues.

Secondly, informal contacts (telephone or in person) with service providers usually occur weekly. These contacts are designed to provide service providers with feedback on observed activities and notify the RPC of any areas where deficiencies may exist.

Desk reviews of service providers occur each month with review and comparison of actual program accomplishments (as documented with verified enrollment, job entry, and follow-up reports which appear on monthly statistical reports prepared by the MIS) with program goals which appear in the individual negotiated subcontracts.

Grant termination and reduction actions are reported with refugee status change reports prepared by the service providers. These activities will be verified on a monthly basis by the SFDHS.

C. Areas to be Monitored

The PIC monitoring of the refugee service providers will occur on the following schedule:

APPENDIX E

AREA TO BE REVIEWED	PERIOD OF REVIEW			
	Start-up	On-going	Monthly	Semi-Annually
Agency understanding of requirements	X	X		
Adequacy of insurance coverage	X			
Actual/Plan accomplishments review			X	X
Accuracy of fiscal expenditures			X	X
Accuracy of statistical data			X	
Accuracy of refugee status		X		
Compliance with mandatory registration/sanctioning system		X		
Service to priority groups		X		
Adequacy of documentation		X		
Participant 90 day follow-up after employment			X	X
Corrective action follow-up as required by schedule identified in the corrective action plan				X

All components will be monitored and a corresponding report will be submitted to the RPB on the 20th of April and October of each year.

D. Evaluation of Service Providers

PIC staff will provide on-going monitoring as described above. A service provider will be considered to be deficient in its performance if it is unable to maintain a level of at least 65% of its service and placement goals.

The Refugee Committee will review the performance of the service providers when considering reallocation of funds or new subcontracts.

E. Submission of Monitoring Reports

PIC staff will ensure all the TA and RESS component activities will be monitored and the submission of the TA and RESS monitoring reports and the service providers monitoring reports will be submitted to RPB at least once every six months from the start up of the programs.

F. Evaluation of Memorandum of Understanding

PIC staff will also monitor and evaluate each Memorandum of Understanding (MOU) in terms of achieving the objectives described in the MOU including its effectiveness in serving eligible refugees.

RESS AND TA REQUIRED ASSURANCES

Required Assurances for All RESS and TA-funded Services:

Counties must provide the following assurances which are applicable to the use of RESS and TA funds for any service provided:

* "That the planning process was developed through a meaningful consultation process with private sector employers, affected public agencies including the CWD, the Private Industry Council, the refugee/entrant community, local service providers serving refugees and other interested parties."

* "That continuation of existing components will be in accordance with CDSS guidelines."

* "That no project found deficient in its performance will be awarded, continued or expanded unless the CDSS gives prior approval of a county corrective action plan for such project."

* "That the RESS and TA administrative budgets are in accordance with 45 CFR Part 95, Subpart E, the County Cost Allocation Plan."

* "That all requested salaries and fringe benefits for county administration and for services the county is proposing to deliver directly reflect the current county wage and benefit scales."

* "That the county will comply with all statistical/fiscal reporting requirements on a timely basis."

* "That RESS/TA services will be provided in accordance with individual employability plans for each refugee and that such employability plans shall be, where applicable, part of an overall family self-sufficiency plan."

* "That refugee women will have the same opportunities as refugee men to participate in all refugee-funded services, including job placement services. "

* "That the county will comply with the requirements governing the targeted population priorities contained in Section III, Section A., Items 2 and 3 of these Guidelines."

* "That all services will be provided by qualified providers (public or private non-profit or for-profit agencies or individuals) in accordance with state and federal regulations, policies and guidelines."

* "That the county will establish client priorities for RESS-funded services in accordance with 45 CFR 400.147, and for TA-funded services in accordance with 45 CFR 400.314."

* "That RESS and TA funds will be used primarily for employability services which directly enhance refugee employment potential, have specific employment objectives, and are designed to enable refugees to obtain jobs with less than one year's participation in RESS and TA-funded services."

* "That except for referral and interpreter services, eligibility for RESS and TA services will be limited to refugees who have been in the U.S. 60 months or less."

* "That the county will take into account the reception and placement services provided by resettlement agencies in order to assure the provision of seamless services that are not duplicated."

* "That to the maximum extent feasible RESS and TA funded services must be provided in a manner that includes the use of bilingual/bicultural women on service agency staffs to ensure adequate service access by refugee women."

* "That where applicable, strategies for multiple wage earner cases and for helping employed refugees remain employed or move to a better job will be utilized."

* "That to the maximum extent feasible, RESS and TA funded services must be provided in a manner that is culturally and linguistically compatible with a refugee's language and cultural background."

* "That nonexempt RCA clients will be required to participate in employment services within 30 days from receipt of aid."

* "That the county will ensure that in the procurement of services from MAA providers, that not less than 51 percent of the MAA Board of Directors are refugees and that both refugee men and women are included."

* "That the priority for funding will be given to MAAs for RESS and TA funds not put into GAIN."

* "That the delivery of RESS and TA services will be coordinated to avoid duplication."

Required Assurances for Separate (i.e., Non-GAIN) RCA Systems:

* "That the CWD will be notified regarding the client's participation and employment status and provided information regarding all RESS and TA supportive services payments made to RCA recipients participating in RESS and TA-funded services."

* "That the county's procurement process will be carried out in accordance with the provisions of the Management and Office Procedures, Purchase of Services, (Chapter 23-600) section of the DSS EAS Manual; and that the procurement process will provide for priority consideration for funding refugee community-based organizations which demonstrate the capacity, comparable to that of other competitors who qualify for funding, to implement the proposed services."

* "That the RESS/TA-funded RCA Services System will include the following activities:"

    - verification/documentation of refugee status;

- determination of eligibility for services;
- assessment of refugee service needs;
- development of a client employability plan which meets the requirements of Section 400.79 of the Federal Refugee Regulations;
- referrals of all non-exempt RCA applicants and recipients for participation in available/ appropriate employment and training programs; and
- tracking/reporting client progress (including non-participation/cooperation) to the CWD."

* "That accountability for supportive services payments will be maintained by documenting: 1) eligibility/need for supportive services and 2) verification of client participation; and separating the functions of certifying client participation and disbursing supportive services payments."

* "That the county will establish policies/procedures designed to assure compliance with the mandatory work registration/sanctioning requirements."

Required Assurances for RESS/TA-funded GAIN Services:

* "That all RESS/TA-funded GAIN services for RCA clients will be delivered in accordance with Federal Refugee Regulations (45 CFR 400) and CDSS regulations (EAS Section 42-800) governing the delivery of GAIN services for RCA clients."

* "That all RESS/TA-funded SRS Component services will be delivered in accordance with EAS Manual Section 42-1000 and Section V of these Guidelines."

FILE NO. 98-0240 RESOLUTION NO. 549-98

[Federal Funding]

APPROVING THE SAN FRANCISCO FEDERAL FISCAL YEAR 1998 REFUGEE COUNTY PLAN AND AUTHORIZING THE PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC. TO ACCEPT AND EXPEND FEDERAL REFUGEE FUNDS IN AN AMOUNT NOT TO EXCEED $1,500,000 IN LINE WITH THE REFUGEE COUNTY PLAN; PLACING $1,500,000 ON RESERVE.

WHEREAS, The Private Industry Council of San Francisco, Inc. (PIC), by authorization of this Board of Supervisors acts with the approval of the Department of Human Services for the City and County of San Francisco in administering federal employment and training moneys allocated to San Francisco and passed through the San Francisco Department of Human Services; and

WHEREAS, The Refugee Committee is in an advisory capacity to the PIC with respect to those funds; and

WHEREAS, The staff of the PIC, in consultation with the Refugee Committee, has prepared the 1998 Refugee County Plan as required by the State Department of Social Services, and that the Refugee County Plan describes the uses of the refugee funds for the Federal Fiscal Year (FFY) beginning October 1, 1998; and

WHEREAS, The State has issued preliminary allocations for Refugee Employment Social Services (RESS) funds and Targeted Assistance (TA) funds for services to refugees in San Francisco; now therefore, be it

RESOLVED, That the Refugee County Plan for San Francisco is approved, and be it

FURTHER RESOLVED, That the President of the PIC is authorized by the Board of Supervisors to accept and expend federal refugee funds in an amount not to exceed $1,500,000 in line with the Refugee County Plan, and be it

FURTHER RESOLVED, That the PIC is authorized by the Board of Supervisors to amend the Refugee County Plan as may be requested by the State Department of Social Services or its designee; and, be it

FURTHER RESOLVED, That the amount not to exceed $1,500,000 is hereby placed on reserve pending the selection of the non-profit agency service providers, submission of the cost details, and the submission of the cost details for the PIC Administration, to be released by the Economic Development, Transportation and Technology Committee.

(Private Industry Council)

BOARD OF SUPERVISORS

BOARD OF SUPERVISORS

APPENDIX G

Adopted - Board of Supervisors, San Francisco July 13, 1998

Ayes: Supervisors Ammiano Bierman Katz Kaufman Leno Medina
Newsom Teng Yee

Absent: Supervisors Brown Yaki

I hereby certify that the foregoing resolution
was adopted by the Board of Supervisors
of the City and County of San Francisco

Clerk

File No.
98-0980

JUL 17 1998
Date Approved

Mayor

Employment Services (ES) Requirements

a. If ELT is provided, it will be concurrent with the Employment Services (ES).

b. Each refugee referred to ES will make an on-site visit with the job developer/ES staff at least every two weeks.

c. Except for TANF and/or RCA mandatory refugees, refugees who are not placed within 90 days of referral will be terminated from the provider's caseload, unless the provider asks for an extension.

d. ES will provide all refugees with structured job search workshops/job clubs. Unpaid internships are optional.

e. ES providers will develop structured individual job search activities for refugees. At a minimum the ES provider will require refugees to:

   1. every week complete job applications with three employers that have the types of job openings that have been identified in the employability plan as appropriate for the refugee; and

   2. every two weeks identify the names, addresses, and phone numbers of three new businesses (ones the refugee has never contacted) that have the type of jobs that the refugee is attempting to obtain.

   Documentation of these job search efforts will be brought to the on-site visit at least every two weeks. Additional individual job search activities may be required of the refugees by the job developer/ES staff.

   Alternatives to these requirements may be acceptable if the alternative strategies can be shown to be more effective. Any alternative will be described in detail by the provider, including the basis on which it was determined to be more effective. All strategies will ensure that the Mandatory Work Registration and Sanctioning System and refugee self-sufficiency through employment requirements will be adhered to. Any alternative strategy will include a discussion of how that strategy will impact other service providers including the CIP.

f. ES providers will continue to develop full-time job placements for refugees who are employed less than full-time, and specifically for the RCA or TANF refugee who is placed in employment of less than 35 hours a week. These refugees will continue jobs search activities and on-site visits through job contact requirements may be reduced to five every two weeks. These refugees (RCA/TANF) will remain with the ES providers until they are placed in full time employment or the time-expiration is reached. For all refugees employed less than full time, the ES provider shall develop a plan to move them into full time employment.

g. ES providers must develop a plan for each refugee who participates in job search activities and must verify the job search activities.

h. ES providers will use the ES Agreement (RS 27) which includes:

1. an absence of three consecutive days or more in reporting to the provider for required in-person contacts and/or conducting job search due to illness will be supported by a licensed doctor's signed verification that the refugee was to ill to participate;

2. cumulative absences (both excused and unexcused) of 10% or more of the ES activities will be considered non-participation/non-cooperation and will be reported as such to the CIP via the RS 3A;

3. an illness (even if supported by a doctor's verification) of one or more weeks that prevents participation in job search will result in the provider referring the refugee back to the CIP for reassessment to determine if the refugee should continue to participate in ES or be referred to SFDHS for redetermination or mandatory status.

A copy of the ES Agreement will be given to the refugee prior to enrollment. Verification that the refugee received the Agreement and an explanation of the Agreement in a language which the refugee understands will be maintained in the refugee's file along with a copy of the Agreement signed by the refugee.

i. ES providers will use job search forms, including Company Contacts and Leads (RS-23), Job Entry & Follow-up (RS-31), Client Contact (RS-32), ES Agreement, any related or substituted forms provided by the PIC or provider-developed forms approved by the PIC to document each participant's ES activities.

j. ES providers will work with DHS staff to resolve any issues involving CalWORKs participants.

k. ES providers will terminate non-mandatory refugees who fail to cooperate/participate. Once terminated from services such a refugee will not be served again for 90 days and will re-enter services through the CIP. The provider will notify the refugee of the termination on the RS-24, the CIP on the RS-3A, and the PIC on the PIC-3A.

l. All requirements which are applicable to all components and activities, such as the Mandatory Work Registration and Sanctioning System, attendance policies, Supportive Services payment system, hours of operation, allowable holidays, documentation and reporting requirements, and refugee case files maintenance, will apply to ES as well.

Case Management (CIP) Requirements

a. Assessing the eligibility of refugees for both TA and RESS employment and Training services for supportive services.

b. Assessing the participants' employment and training needs and supportive services needs (including the administration of the BEST tests).

c. Developing the family self-sufficiency employability development plans for participants and family members who require services "to become self-sufficient through on-going unsubsidized employment." This includes working with DHS in developing the Individual Responsibility Plan (IRP) for CalWORKs participants.

d. Tracking and reporting of the refugees' participation in services and progress in completing services described in the employability development plans.

e. Making impartial referrals of refugees within 30 days of available training and employment service slots funded with both refugee funds and funds from other sources.

f. Developing and monitoring memoranda of understanding in all instances where refugees on cash assistance are enrolled into a non-refugee funded program. Monitoring will be in conjunction with PIC monitoring at least twice a year or more frequently if compliance issues arise.

Participant transportation needs will be handled by the PIC in coordination with the CIP. All other ancillary expenses will continue to be handled by the CIP.

Vocational Training (VT) Requirements:

a. If VESL is to be provided, it will be concurrent with the occupationally specific vocational training.

b. Training will reflect local labor needs which including, but not limited to medical/clerical, certified nursing assistant, computer assisted drafting, and computer data entry/computer operations.

c. Training will be consistent with the refugee's aptitude and ability.

d. VT providers will provide placement (employment) services after the completion of training until refugees are placed into full time employment or the time expiration is reached. The placement services provided to the participants will comply with all the requirements applicable to the ES activity.

e. VT providers will work with DHS staff to resolve any issues involving CalWORKs participants.

f. All requirements which are applicable to all components and activities, such as the Mandatory Work Registration and Sanctioning System, attendance policies, Supportive Services payment system,

hours of operation, allowable holidays, documentation and reporting requirements, and refugee case files maintenance, will apply to VT as well.

Individual Referral (IR) Training Broker Requirements:

a. If VESL is to be provided, it will be concurrent with the IR training.

b. Training will reflect local labor needs.

c. Training will be consistent with the refugee's aptitude and ability.

d. IR brokers will provide placement (employment) services after the completion of training until refugees are placed into full time employment or the time expiration is reached. The placement services provided to the participants will comply with all the requirements applicable to the ES activity.

e. IR brokers will work with DHS staff to resolve any issues involving CalWORKs participants.

f. All requirements which are applicable to all components and activities, such as the Mandatory Work Registration and Sanctioning System, attendance policies, Supportive Services payment system, hours of operation, allowable holidays, documentation and reporting requirements, and refugee case files maintenance, will apply to IR as well.

On The Job Training (OJT) Requirements:

a. If VESL is to be provided, it will be concurrent with the OJT.

b. OJT brokers must use the PIC OJT Agreement which will be explained to the refugee in a language s/he understands.

c. The OJT will be consistent with the refugee's aptitude and ability.

d. OJT brokers will work with DHS staff to resolve any issues involving CalWORKs participants.

e. OJT brokers must provide placement (employment) services after the completion of training (if either an OJT refugee is not placed into an OJT slot or a refugee is not hired by the OJT employer at completion of the OJT) until they are placed into full time employment or the time expiration is reached. The placement services provided to the participants will comply with all the requirements applicable to the ES activity.

f. All requirements which are applicable to all components and activities, such as the Mandatory Work Registration and Sanctioning System, attendance policies, Supportive Services payment system, hours of operation, allowable holidays, documentation and reporting requirements, and refugee case files maintenance, will apply to OJT as well.

English Language Training (ELT)/Vocational English-as-a -Second Language (VESL) Requirements

a. ELT/VESL are to be provided concurrently with ES or VT and will not be independent training components.

b. ELT will be a course of instruction in English for non-native English that includes basic literacy, grammar, syntax, vocabulary and speaking English with an emphasis on acquisition of survival and non-specific vocational English reading, writing, and speaking skills.

c. If a refugee is referred to SFCCD for ELT, service providers must track and monitor the refugee according to the federal mandatory/sanctioning requirements.

d. VESL instruction will teach English specific to a given occupation and/or specific vocational area which reflects local labor market needs. It will be designed to provide refugees with the English language skills needed to seek and maintain employment in a specific occupation or vocational area.

e. All requirements which are applicable to all components and activities, such as the Mandatory Work Registration and Sanctioning System, attendance policies, Supportive Services payment system, hours of operation, allowable holidays, documentation and reporting requirements, and refugee case files maintenance, apply to ELT as well.

Supportive Services

The specific supportive services which will be offered to eligible refugees will include transportation, ancillary expenses, referral to counseling and/or therapy, and childcare service, if not provided by DHS.

a. Transportation - Eligible participants shall receive payments to cover the transportation costs attributable to the participant's travel to and from the training assignment and for a maximum of 30 days after job entry (including OJT) or until the refugee receives his/her first paycheck, whichever comes first.

b. Ancillary Expenses - which include the cost of books, tools, clothing, fees, and other necessary costs of a training program or employment will be paid for eligible refugees.

c. Personal Counseling - to the extent possible referral to counseling and/or therapy will be provided to refugees who have family or personal problems which would affect compliance with and/or successful completion of the terms of the refugee's employment plan.

d. Childcare - childcare needs for eligible refugees of the VARS and the RCA/ES programs will be satisfied by SFDHS CalWORKs child care (for TANF recipients); Transitional Child Care (for former

TANF recipients discontinued for excess earned income); and the Alternative Assistance Program (for TANF applicants or recipients who choose MediCal and childcare assistance instead of regular TANF payments).

In addition to supportive services offered as part of the RESS/TA programs of the PIC, the Department of Public Health provides health screening for newly arriving refugees to identify health problems and provide treatment. For the convenience of the refugee and of future employers, refugees completing this screening may ask that proof of screening be included in their file at the CIP.

Other Services/Acculturation/Social Adjustment Services(A/SAS) requirements:

Acculturation and social adjustment services are defined as activities directed at assisting refugees to understand and effectively utilize and interact with basic systems (outlined below) involving daily living and in dealing with problems which arise when these systems or their interaction with them is not working as well as it should.

a. Welfare - includes information and orientation designed to improve understanding of cash, medical, social, employment-related training programs available to meet the refugee's needs as well as information on their rights and responsibilities in utilizing those programs.

b. Finance - includes banking, taxes, interest, contract purchases, etc.

c. Housing - includes landlord/tenant relations, leases, rental agreements, utilities and utility deposit, appliance usage, safety, maintenance and local housing standards.

d. Health - includes mental health and health services needs and the programs available to address those needs, requirements and methods of accessing such programs.

e. Education - includes organizations and content of educational programs, their operation and availability and the rights and responsibilities of administrators, teachers, parents and students in those programs.

f. Human Relations - includes differences in standards of courtesy and behavior at work, family, neighborhood and social situations between American and refugee cultures. Areas to address may include appropriate interaction with employer and co-workers, how to avoid and/or deal with neighborhood conflicts, family conflicts, parent/child conflicts, generational conflicts, etc.

g. Legal - includes role of law enforcement alternative strategy will include a discussion of how that strategy will impact other service providers including the CIP.

h. Other - includes translation, outreach services, information and referral, escorts and workshops, etc.

All requirements which are applicable to all components and activities, such as the Mandatory Work Registration and Sanctioning System, attendance policies, Supportive Services payment system, hours of operation, allowable holidays, documentation and reporting requirements, and refugee case file maintenance, will apply to A/SAS as well.

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

REFUGEE COMMITTEE

Mr. Jack J. Fitzpatrick *Chairman*
Partner
Ernst & Young
555 California St., 17th Floor
San Francisco, CA 94104
951-3107

Ms. Linda F. Davis *Vice*
Deputy Superintendent
S.F.U.S.D. Instructional Services
135 Van Ness Ave., Room 211-A
San Francisco, CA 94102
241-6008

Mr. Hyacinth Ahuruonye
Owner
HCA Accounting & Tax Services
582 Market St., Suite 900
San Francisco, CA 94104
283-4490

Ms. Lisa Chanoff
284 Missouri Street
San Francisco, CA 94107
552-5846

Mr. Don Climent
Director
International Rescue Committee
1370 Mission St., 4th Floor
San Francisco, CA 94103
863-3777

Ms. Margi Dunlap
Executive Director
International Institute of S.F.
657 Mission St., Suite 500
San Francisco, CA 94105
538-8100

Ms. Mary Edington
Executive Director
Goodwill Industries
1500 Mission Street
San Francisco, CA 94103
575-2103

Ms. Patricia Erwin
Program Manager
Newcomers Program, SFDPH
1490 Mason Street, Room 107
San Francisco, CA 94133
705-8552

Ms. Carmela Gold
Executive Director
Y.M.C.A.
220 Golden Gate Avenue
San Francisco, CA 94102
885-0460

Ms. Dolores Heaven
Manager, AFDC
S.F. Department of Human Services
PO Box 7988, Unit M-000
San Francisco, CA 94120
557-5151

Ms. Ann Lazarus
Chief Executive Officer
Mt. Zion Health Systems, Inc.
3330 Geary Blvd.
San Francisco, CA 94118
750-4100

Ms. Louella Lee
Executive Director
Glide/Vietnamese Youth Dev. Center
330 Ellis St., #507
San Francisco, CA 94102
771-2600

Mr. Robert Rubin
Managing Attorney
S.F. Lawyers' For Urban Affairs
301 Mission St., Suite 400
San Francisco, CA 94105
543-9444

APPENDIX II.J.

PIC TIME DISTRIBUTION

NAME: _____ MO/YR: _____

GRANT FUNCTION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	
JTPA ACP Admin. Cost Pool																																	40
22 WORKS-GEN																																	41
II-A 77% ADULT Training Related																																	46
II-A 5% OLDER INDIV. Training Related																																	47
II-C 82% YOUTH Training Related																																	48
II-A/C 5% INCENTIVE Training Related																																	49
II-A/C 8%-50% GAIN/TANF Training Related																																	50
II-A/C 8%-30% RFA SFUSD STEP Project Leader																																	54
ONE-STOP CAREER CTR System Implementation																																	55
II-B SYETP SUMMER Training Related 1997																																	56
IIIA (40%) GENERAL Rapid Response																																	57
IIIA (40%) BASE CLOSURE Basic Readjustment																																	58
IIIA (60%) FORMULA Basic Readjustment																																	59
MOCD PPI Place. Partnership Initiative																																	60
MOCYF CHILDREN'S C Administration																																	63
OCYF STC/STEP																																	64
II-B STEP Summer Teacher's Aides																																	66
HEC Homeless Employment																																	69
REFUGEE TA Targeted Assistance																																	70
REFUGEE RESS Ref. Empl. Soc. Svcs.																																	71
LABOR MARKET INFO. S/L Cooperative																																	73
Other (Specify)																																	
ADMIN. UNIT ONLY Allocated Hours (pc)																																	
VACATION																																	5
SICK LEAVE (PAID)																																	6
HOLIDAY/OTHER *																																	7
COMP. TIME																																	9
REDUCED WORKING HOURS (Unpaid)																																	

* "Other" includes Accumulated Flextime, Jury Duty, and Administrative Leave.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	MONTH TOTAL
DAILY TOTALS																																

Employee: _____ Supervisor: _____ Timekeeper: _____

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23/99 draft
fugee Committee

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JUN 0 3 1999

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PRIVATE INDUSTRY COUNCIL
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DRAFT MINUTES OF THE
REFUGEE COMMITTEE MEETING
APRIL 23, 1999

Present:
Jack Fitzpatrick, Don Climent, Linda Davis, Margi Dunlap, Mary Edington, Patricia Erwin, Dolores Heaven, Ann Lazarus

Absent:
Hyacinth Ahuruonye, Carmela Gold, Louella Lee, Robert Rubin

The meeting was called to order by Linda Davis, Vice Chair at 2:10 p.m.

Motion to approve the agenda
Moved by Mary Edington and seconded by Ann Lazarus.
Ayes: Don Climent, Margi Dunlap, Mary Edington, Patricia Erwin, Dolores Heaven, Ann Lazarus
Nays: None
Abstentions: None

Motion to approve the minutes of the January 5, 1999 meeting.
Moved by Margi Dunlap and seconded by Patricia Erwin
Ayes: Don Climent, Margi Dunlap, Mary Edington, Patricia Erwin, Dolores Heaven, Ann Lazarus
Nays: None
Abstentions: None

Karen Hart reported that there was a request for the Committee to consider having regularly scheduled meetings to provide periodic updates even if there may be no formal business on which to act. It was suggested that Karen poll the members to see which Friday might be the most convenient and check on the frequency (perhaps quarterly) but that additional meetings would be scheduled to handle any matters that may need action prior to the next regularly scheduled meeting.

Karen then provided a background on the Refugee County Plan for 1999 that was sent out to all of the Committee members, which has been operating since October 1, 1998 but finally approved by the State in March after a meeting with the State representatives, Steve Arcelona, and Will Lightbourne.

Karen reported the Office of Refugee Resettlement (ORR) published proposed new regulations that would have VOLAGS handle the payments and employment services for Refugee Cash Assistance participants, but the medical and food stamps funding would continue to be handled as they are currently being administered. Karen added that she has not heard anything formally from ORR since the proposed regulations were published.

Karen then reviewed the March 31, 1999 report pointing out that the overall result shows the Employment Services (ES) enrollments to be at 97% of goal for the specified period of time, which is the highest ES actual over plan for the last few years. For the most part, the various programs are doing okay. She reviewed the comparison table between last year and this current year.

Karen then reported that Survivors International received a discretionary grant from the ORR to provide employment and other services for Iraqi refugees.

Regarding the Elderly Refugee Project, Karen reported that it is in its second year and she heard from a State Refugee Programs Branch person who said San Francisco appears to being doing the "best" in California. The program is scheduled to end September 30, 1999 but there may be a Request For Proposal (RFP) coming out through the ORR for services for elderly refugees, but there is nothing official at this time.

With respect to planning for FFY 99, Karen referred to the April 19 memo showing that the PIC received information only on the proposed Targeted Assistance (TA) funds, but there is still no word on the Refugee Employment Social Services (RESS) funds. Based on the declining numbers of refugees on aid in San Francisco, she indicated some concern that the percent San Francisco will receive of a potentially smaller allocation to the State may be lower due to the decline in the number of refugees in San Francisco.

Dolores Heaven reported that the Department of Human Services (DHS) has been hosting focus groups of their Employment Specialists about what types of service might be provided to the CalWORKs participants who are finding work but may require additional skills or services to increase the number of work hours per week to 32 as of July 1, 1999. She will keep the Committee apprised of anything that may develop from these groups.

Karen stated she needs to get the draft Refugee County Plan to the State by June 30, 1999.

Abby Snay asked if the set aside in the Individual Referral account could be used for the following federal fiscal year. Karen said yes.

The meeting was adjourned 3:00 p.m.

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MEMORANDUM

To: REFUGEE COMMITTEE MEMBERS **Date:** APRIL 27, 1999

From: KAREN HART Karen

Subject: REFUGEE COMMITTEE MEETING SCHEDULE

At last Friday's Committee meeting, it was suggested that a meeting schedule be established with a frequency of at least quarterly. Additional meetings may be scheduled as the need arises. I was asked to poll all committee members to determine which Friday in the month would be the best for the committee to hold meetings. Some things to consider:

- The Committee of (PIC) Contracting Agencies (CCA) meets on the last Friday morning of each month, so that would not be a good time for the subcontractors.
- A Friday late in the month would be preferable to PIC staff so we have ample time to produce monthly or quarterly performance statistical reports.
- The Refugee County Plan is due to the State by June 30th of each year, so the Committee will need to meet in June (instead of a quarterly July meeting?) Possible meeting months would be January, April, June, and October. Meetings in May and August would probably be needed when RFPs are issued.

I would appreciate it if you would indicate your meeting preferences below and fax or mail this back to me. Please call me if you have any questions. Thanks.

Are you in favor of quarterly meetings? If no, what frequency would you prefer?

Which Friday of the month would you prefer? 1st 2nd 3rd 4th 5th/last

Morning or afternoon? M A

Do you have a second preference?

c: PIC Staff

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: **REFUGEE SUBCONTRACTORS**
REFUGEE COMMITTEE MEMBERS

DATE: MAY 20, 1999

FROM: **KAREN HART**

SUBJECT: **FELLOWSHIPS FOR NEW AMERICANS**

The State has sent us the attached information about graduate study fellowships available to new Americans who are no more than 30 years old.

Please pass this information on to those who may be interested. Thanks.

Attachment

cc: PIC Staff

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MAY 26 1999

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STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

GRAY DAVIS, Governor

RECEIVED MAY 12 1999

TO: COUNTY REFUGEE COORDINATORS
REFUGEE MUTUAL ASSISTANCE ASSOCIATIONS
VOLUNTARY RESETTLEMENT AGENCIES
COUNTY REFUGEE FORUM CHAIRS
STATE ADVISORY COUNCIL MEMBERS

SUBJECT: PAUL & DAISY SOROS FELLOWSHIPS FOR NEW AMERICANS

The Paul & Daisy Soros Fellowships for New Americans support thirty individuals a year for up to two years of graduate study in any accredited university in the United States. The course of study may be in any academic discipline or professional field, including the Fine and Performing Arts. Students already in graduate study are eligible, though not past their second year. The Fellowship provides $20,000 annually in maintenance and half-tuition wherever the Fellow attends.

Candidates must be either resident aliens, including refugees, naturalized citizens, or children of two naturalized citizen parents. The Fellowship is looking for leaders who can give evidence of creativity, accomplishment, and commitment to the United States Constitution and for whom graduate education is relevant to their long-term career goals. To be eligible the Fellow must be a senior in a bachelor's program or no more than two years already in a graduate program. The Fellow cannot be more than 30 years of age as of November 30, 1999.

The application deadline is November 30, 1999 and the announcement of the recipients will be early February 2000. For more details and an application, see www.pdsoros.org on the Internet or write to:

DIRECTOR
PAUL & DAISY SOROS FELLOWSHIPS FOR NEW AMERICANS
400 WEST 59TH STREET
NEW YORK, NY 10019

Please make this information known as broadly as possible.

Sincerely,

ROBERT A. BARTON, Chief
Refugee Programs Branch

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE: MAY 28, 1999**

FROM: KAREN HART

SUBJECT: RESULTS OF MEETING SCHEDULE POLL

At the last Committee meeting, it was suggested that a meeting schedule be established with a frequency of at least quarterly. Additional meetings may be scheduled as the need arises. I was asked to poll all committee members to determine which Friday in the month would be the best for the committee to hold meetings. The results of that poll are as follows:

Which Friday	AM	PM	OTHER
Any	II	II	I
1st		I	
2nd		I	
3rd			
4th		II	
5th/last			
Not the last	II		
2nd, 3rd, or 4th		I	

It appears that other than "Any Friday", the 4th Friday in the afternoon may be the best time for most of the Committee members.

cc: PIC Staff
PIC Subcontractors

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PRIVATE INDUSTRY COUNCIL
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NOTICE of a PUBLIC MEETING
of the
REFUGEE COMMITTEE

06-21-99A09:55 RCVD

DATE:	Friday, June 25, 1999
TIME:	2:00 – 4:00 P.M.
LOCATION:	City College of San Francisco 33 Gough Street Auditorium

Public testimony on agenda items as authorized by the Committee chairman throughout the meeting

REVISED AGENDA

1. Adoption of agenda *
2. Approval of minutes for the Committee's April 23, 1999 meeting (previously sent) *
3. Results of meeting schedule poll (previously sent)*
4. Notice of Availability of discretionary funds for services to older refugees
5. Staff recommendations for FFY 1999 County Plan Goals (enclosed)*
6. Staff recommendations for FFY 1999 subcontractor program funding (enclosed)*
7. Public testimony on non-agenda items

Issued June 18, 1999

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(Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.
For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE: JUNE 18, 1999**

FROM: RAYMOND HOLLAND, INTERIM PRESIDENT

SUBJECT: PIC STAFF RECOMMENDATIONS FOR FEDERAL FISCAL YEAR 1999 COUNTY PLAN GOALS

At your April 23, 1999 committee meeting, PIC staff reported that we had received notification of preliminary Targeted Assistance (TA) funds, but had not yet received information on Refugee Employment Social Services (RESS) funds. On May 3, 1999, we received notice of the proposed RESS allocation. The table below includes those funds.

	1998 Preliminary	1998 Final	1999 Preliminary	1999 Final
TA	$807,220	$806,364	$869,075	?
RESS	$359,273	$609,829	$300,937	?
TOTAL	$1,166,493	$1,416,193	$1,170,012	?

Also at your April 23rd meeting, the committee approved staff's recommendation to make no substantial changes to the refugee program design or County Plan. The goals, however, need to be revised to reflect the proposed funding.

Attachment 1 contains proposed FFY 1999 goals, State-approved FFY 1998 goals, FFY 1998 performance to date (May 31, 1999), and FFY 1997 (October 1, 1997 – September 30, 1998) performance. The proposed FFY 1999 enrollment goal of 380 matches the service level proposed by the agencies recommended for funding. The remaining goals are estimates based upon historical data of whom we have served and their outcomes. We have raised our goals in two areas: Entered Employment (raised from 52% to 55%) and average wage (from $7.50 to $8.00). We have adjusted the ratio of aid reductions and terminations to more closely reflect full-time and part-time employment entries.

The County Plan and goals will have to be revised when we receive final notices of funding and when we are able to determine the amount of carry forward funds. We will make additional recommendations to the committee at that time.

Staff will be available at your June 25 meeting to answer any questions you may have about these recommendations.

Attachment

cc: Refugee Proponents
Stephen Saucedo, CDSS
DHS Staff
PIC Staff

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FFY 1999 PROPOSED COUNTY PLAN GOALS

	FFY 1999 PROPOSED GOALS	FFY 1998 GOALS	FFY 1998* PERFORMANCE	FFY 1997 PERFORMANCE
ENROLLMENTS	380	570	269	392
EMPLOYMENT ENTRIES	55%	52%	40%	58%
FULL TIME	60%	60%	51%	62%
PART TIME	40%	40%	49%	38%
90 DAY RETENTION	75%	75%	31%	76%
AID REDUCTIONS	40%	19%	22%	18%
AID TERMINATIONS	60%	79%	21%	55%
AVERAGE WAGE	$8.00	$7.50	$8.71	$8.06
HEALTH BENEFITS**	50%	50%	43%	52%
TOTAL FUNDS FOR EMPLOYMENT SERVICES	$785,329	$1,220,494	$755,053	$839,581
COST PER PLACEMENT	$3,758	$4,151	$6,991	$3,666

*FFY 1998 PERFORMANCE is through May 31, 1999 and does not include the Survivors International discretionary project.
**Goal represents percentage of full time jobs with health benefits.

Attachment 1

6/18/99

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE: JUNE 18, 1999**

FROM: RAYMOND HOLLAND, INTERIM PRESIDENT

SUBJECT: PIC STAFF RECOMMENDATIONS FOR FEDERAL FISCAL YEAR 1999 REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) AND TARGETED ASSISTANCE (TA) FORMULA FUNDS

The 1999 Preliminary funds available (see below) are approximately $5,000 more than what we started with this past fiscal year. Attachment 1 shows the proponents, activities, total amount of funds requested by them, initial funding recommendations this past year, current subcontractor funding, and staff recommendations for program funding for October 1, 1999.

	1998 Preliminary	1998 Final	1999 Preliminary	1999 Final
TA	$807,220	$806,364	$869,075	?
RESS	$359,273	$609,829	$300,937	?
TOTAL	$1,166,493	$1,416,193	$1,170,012	?

The "Initial FFY 1998 Funding" column total in the attached table does not match the 1998 Preliminary total above because between receipt of the 1998 Preliminary figure and the recommended "Initial FFY 1998 Funding", we received Final TA allocation figures that were less than the preliminary ones. Also, the above "1998 Final" total does not include FFY 1997 carry forward funds as the attached table's "Current FFY 1998 Funding" total does.

As you can see, we are recommending subcontractor funding which is identical to initial funding this past fiscal year, with the exception of CES. We are also recommending that the IR set aside be increased to a more realistic amount. In FFY 1998, the amount initially set aside ($52,500) represented only $3,500 per person and many training vendors charge much more than that. Currently, our IR program is averaging $4,763. The recommendations include $5,377 set aside per person for IRs.

The second attachment contains the latest subcontractor performance statistics as of May 31, 1999, and summary data from last fiscal year, October 1, 1997 – September 30, 1998.

The tables are arranged by funding source (RESS/TA) and grouped by activity (ES/ VT/IR). Table 3 shows a comparison of the ES/VT/IR activities. We are at 91% of our May 31 ES enrollment goal (down from 97% in March), 77% of our VT goal (down from 79% in March), 87% of our IR goal (up from 50% in March), and at 136% of our acculturation/social adjustment services enrollment goal (down from 138% in March).

Employment Services (ES) Programs

Jewish Vocational Service (JVS) and Catholic Charities/ REAP operate ES programs with two components: one for those under 50 years of age, and one designed for those 50 and older. Both agencies' <50 components are doing very well, and JVS's >50 component is at 86% of its enrollment goal, but REAP's >50 component is at only 20% of its enrollment goal. Staff are recommending the continuation of JVS's >50 component, but are not recommending the continuation of REAP's >50 component. Staff suggest that REAP use the recommended funds to operate an ES program for refugees, regardless of age.

The Refugee Transitions (RT) ES program has increased its enrollments to 64% of goal, whereas, at the end of March, it was only at 52% of goal. In addition, placements went from 29% of goal in March to 55% at the end of May. Since this is RT's first year operating an ES program, staff recommend continuing its funding,

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with the expectation that as the refugee community becomes increasingly aware of the program, it will be successful in reaching its goals.

The Third Baptist Church/African Immigrant & Refugee Resource Center's (TBC/AIRRC) ES program has exceeded its enrollment goal, and is at 71% of its placements (down from 100% in March). Staff are concerned that it has not reported any placements in the last two months. In addition, it continues to have unresolved fiscal audit issues. Staff strongly suggest that TBC/AIRRC avail itself of the free technical assistance available through the State Refugee Programs Branch. Staff's recommendation for funding is made with the proviso that all audit issues be resolved by the beginning of the program year, October 1, 1999.

Vocational Training (VT) Programs
All three JVS VT programs are doing very well with enrollments and placements. Staff recommend continued funding for all of them.

CRDC has had trouble enrolling refugees for its last program cycle. Because of that, it is incorporating an abbreviated night class and has approximately six additional applicants so far. Staff recommend continued funding for this program at the initial FFY 1998 level, however, due to the program's recent enrollment shortage, staff do not envision recommending subsequent increased funding.

Individual Referral (IR) Program
The IR program has increased its enrollments from 50% of goal in March, to 87% of goal at the end of May. All of the clients still are in training, hence there are no placements as of yet. Staff recommend continued funding for this program to broker both classroom and on-the-job training if needed.

Acculturation/Social Adjustment Services (A/SAS) Programs
International Institute's acculturation program is still far exceeding its enrollment goal, and RT is at 88% of its goal, up from 81% at the end of March. Staff feel there is a continued need for A/SAS programs, and recommend continued funding.

Other Considerations
The CalWORKs "hours of participation" requirement increases from 26 to 32 hours per week for an adult recipient in a one-parent assistance unit on July 1, 1999. It will be beneficial to all of our programs when recruiting if they offer 32 hours of services per week. Currently, most offer less than 32 hours per week. If our subcontractors increase their programs' hours and enhance their services, there may be higher costs associated with this externally imposed CalWORKs requirement. If they do not, they may not be able to recruit a sufficient number of clients to meet their goals. If San Francisco's costs per placement go up and the number of refugees we plan to serve goes down, we may have an extremely hard time getting our Refugee County Plan approved by the State Refugee Programs Branch (RPB) and the federal Office of Refugee Resettlement (ORR).

We are anticipating some carry forward funds from FFY 1998; however, it is too early to tell how much there will be. If subcontractors submit their invoices on time at the end of the year and do not request any last minute contract budget modifications, we should be able to determine the carry forward amount in October.

Staff will be available at your June 25 meeting to answer any questions you may have about these recommendations.

Attachments

cc: Refugee Proponents
Stephen Saucedo, CDSS
DHS Staff
PIC Staff

PRIVATE INDUSTRY COUNCIL STAFF REFUGEE FUNDING RECOMMENDATIONS

	Proponent	Activity	Amount Requested	Initial FFY 1998 Funding	Current FFY 1998 Funding	Initial FFY 1999 Recom. Funding	Recom. Svc.	Recom. Plc.	Place. Rate
#01	International Rescue Committee	CIP	$133,512	$119,886	$133,512	$119,886	NA	NA	NA
#02	Catholic Charities/REAP	ES	$336,000	$170,123	$170,123	$170,123	122	79	65%
		IR	$15,000	$22,500	$22,500	$22,500	15	10	67%
#03	Refugee Transitions	A/SAS	$27,637	$23,712	$26,347	$23,712	NA	NA	NA
#04	Refugee Transitions	ES	$42,428	$37,910	$37,910	$37,910	31	21	68%
#05	TBC-African Imm. & Refugee Res. Center	ES	$64,140	$32,711	$32,711	$32,711	15	12	80%
#06	International Institute of San Francisco	A/SAS	$64,694	$35,583	$39,537	$35,583	NA	NA	NA
#07	Career Resources Development Center	ES	$96,061	$0	$0	$0	NA	NA	NA
#08	Career Resources Development Center	VT	$114,400	$85,800	$114,400	$85,800	39	35	90%
#09	Community Educational Services	ES	$40,228	$24,439	$0	$0	NA	NA	NA
#10	Jewish Vocational Service	ES	$331,647	$212,453	$212,453	$212,453	106	69	65%
#11	Jewish Vocational Service	VT-CAD	$70,989	$70,989	$70,989	$70,989	27	21	78%
		VT-CNA	$13,206	$13,206	$13,206	$13,206	5	4	80%
		VT-OTC	$88,469	$58,980	$88,469	$58,980	20	16	80%
	Subtotal		$1,438,411	$908,292	$962,157	$883,853	380	267	70%
	IR Set Aside			$52,500	$285,149	$80,657			
	Transportation/Childcare			$30,000	$30,000	$30,000			
	Total			$990,792	$1,277,306	$994,510			
	PIC Administration			$174,845	$232,739	$175,502			
	Grand Total			$1,165,637	$1,510,045	$1,170,012			

A/SAS Acculturation/Social Adjustment Services
CIP Central Intake Point
ES Employment Services
VT Vocational Training
IR Individual Referral/OJT

Attachment 1

6/18/99

TABLE I

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
REFUGEE TARGETED ASSISTANCE PROGRAM 98 (TA)
SUBCONTRACTOR PERFORMANCE SUMMARY
FOR THE PERIOD: OCTOBER 1, 1998 TO MAY 31, 1999

COMP ACRONYM	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT*	PLAN	%	ACT	PLAN**	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
147G952P7 REAP-ES/ELT	56	41	137%	26	17	153%	9	26	35%	11	13	85%	6	3	200%	8	14	57%	$7.42
147G952P71 REAP-ES/ELTO	8	41	20%	2	14	14%	0	26	0%	0	10	0%	0	2	0%	1	12	8%	$5.88
168G952P7 JVS-ES/ELT	52	44	118%	36	32	113%	19	19	100%	15	12	125%	9	6	150%	3	10	30%	$9.03
168G952P71 JVS-ES/ELTO	19	22	86%	6	10	60%	0	4	0%	2	2	100%	1	2	50%	1	2	0%	$7.13
263G952P7 RT-ES/ELT	16	25	64%	6	11	55%	1	10	10%	2	4	50%	0	3	0%	4	9	44%	$8.63
160G952P7 TBC-ES/ELT	17	12	142%	5	7	71%	2	6	33%	2	4	50%	0	1	0%	1	2	50%	$6.50
TOTAL (ES)	168	185	91%	81	91	89%	31	91	34%	32	45	71%	16	17	94%	18	49	37%	$8.11
168G952H71 JVS-VT/CAD	27	27	100%	6	1	600%	4	12	33%	0	0	NA	0	0	NA	0	0	NA	$14.74
168G952H72 JVS-VT/CNA	6	5	120%	2	0	∞	0	2	0%	0	0	NA	0	0	NA	0	0	NA	$8.50
TOTAL (VT)	33	32	103%	8	1	800%	4	14	29%	0	0	NA	0	0	NA	0	0	NA	$13.18
TITLE TOTAL	201	217	93%	89	92	97%	35	105	33%	32	45	71%	16	17	94%	18	49	37%	$8.56

*Employment Entry: Full Time 43 Part Time 46

** 12 MONTH PLAN

Attachment 2

TABLE 2
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
REFUGEE EMPLOYMENT SOCIAL SERVICES PROGRAM 98 (RESS)
SUBCONTRACTOR PERFORMANCE SUMMARY
FOR THE PERIOD: OCTOBER 1, 1998 TO MAY 31, 1999

COMP ACRONYM	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT*	PLAN	%	ACT	PLAN**	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
111G951H7 CRDC-VT/VESL	30	52	58%	11	15	73%	4	25	16%	1	9	11%	1	2	50%	0	12	0%	$8.86
168G951H7 JVS-VT/OTC	25	30	83%	8	2	400%	2	8	25%	0	0	NA	2	0	∞	0	0	NA	$10.06
TOTAL (VT)	**55**	**82**	**67%**	**19**	**17**	**112%**	**6**	**33**	**18%**	**1**	**9**	**11%**	**3**	**2**	**150%**	**0**	**12**	**0%**	**$9.37**
147G951G7 REAP-IR/OJT	13	15	87%	0	5	0%	0	10	0%	0	0	NA	0	0	NA	0	5	0%	NA
TOTAL (IR/OJT)	**13**	**15**	**87%**	**0**	**5**	**0%**	**0**	**10**	**0%**	**0**	**0**	**NA**	**0**	**0**	**NA**	**0**	**5**	**0%**	**NA**
TOTAL VT & IR/OJT	**68**	**97**	**70%**	**19**	**22**	**86%**	**6**	**43**	**14%**	**1**	**9**	**11%**	**3**	**2**	**150%**	**0**	**17**	**0%**	**$9.37**
245G951S7 IISF-A/SAS	173	103	168%	0	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	NA
263G951S7 RT-A-SAS	59	67	88%	0	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	NA
TOTAL A/SAS	**232**	**170**	**136%**	**0**	**NA**	**NA**	**0**	**NA**	**NA**	**0**	**NA**	**NA**	**0**	**NA**	**NA**	**0**	**NA**	**NA**	**NA**

*** Employment Entry Full Time** 12 **Part Time** 7

**** 12 MONTH P[illegible]N**

TABLE 3
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
FFY 1998 REFUGEE
ES, IR, VT PROGRAM COMPARISON
FOR THE PERIOD OCTOBER 1, 1998 TO MAY 31, 1999

ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN**	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
ES (TA)	**168**	**185**	**91%**	**81**	**91**	**89%**	**31**	**91**	**34%**	**32**	**45**	**71%**	**16**	**17**	**94%**	**18**	**49**	**37%**	**$8.11**
IR (RESS)	**13**	**15**	**87%**	**0**	**5**	**0%**	**0**	**10**	**0%**	**0**	**0**	**NA**	**0**	**0**	**NA**	**0**	**5**	**0%**	**NA**
VT (TA)	33	32	103%	8	1	800%	4	14	29%	0	0	NA	0	0	NA	0	0	NA	$13.18
VT (RESS)	55	82	67%	19	17	112%	6	33	18%	1	9	11%	3	2	150%	0	12	0%	$9.37
TOTAL VT	**88**	**114**	**77%**	**27**	**18**	**150%**	**10**	**47**	**21%**	**1**	**9**	**11%**	**3**	**2**	**150%**	**0**	**12**	**NA**	**$10.50**
GRAND TOTAL ES, IR & VT	**269**	**314**	**86%**	**108**	**114**	**95%**	**41**	**148**	**28%**	**33**	**54**	**61%**	**19**	**19**	**100%**	**18**	**66**	**27%**	**$8.71**

* Employment Entry: Full Time 55 Part Time 53

** 12 MONTH PLAN

TABLE 4
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
FFY 1997
REFUGEE PROGRAM
SUBCONTRACTOR PERFORMANCE SUMMARY
FOR THE PERIOD OCTOBER 1, 1997 TO DECEMBER 31, 1998

AGENCY/ ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
CRDC-ES	21	56	38%	9	36	25%	4	35	11%	7	26	27%	2	14	14%	5	22	23%	$8.87
CES-ES	10	40	25%	6	27	22%	3	13	23%	4	27	15%	0	17	0%	4	10	40%	$6.72
TBC-AIRRC/ES	17	17	100%	8	14	57%	2	3	67%	4	14	29%	0	11	0%	6	10	60%	$8.30
JVS-ES	131	200	66%	72	130	55%	26	30	87%	56	52	108%	12	78	15%	43	52	83%	$9.12
CC-REAP-ES	93	165	56%	59	107	55%	18	70	26%	47	45	104%	5	7	71%	44	100	44%	$6.45
TOTAL (ES)	**272**	**478**	**57%**	**154**	**314**	**49%**	**53**	**151**	**35%**	**118**	**164**	**72%**	**19**	**127**	**15%**	**102**	**194**	**53%**	**$7.95**
JVS-VT	31	31	100%	15	25	60%	11	13	85%	13	20	65%	4	11	36%	9	15	60%	$11.68
CRDC-VT	27	26	104%	17	21	81%	5	17	29%	13	11	118%	11	4	275%	6	17	35%	$8.30
REAP-VT	3	5	60%	1	5	20%	1	5	20%	1	5	20%	0	0	NA	1	5	20%	$5.75
TOTAL (VT)	**61**	**62**	**98%**	**33**	**51**	**65%**	**17**	**35**	**49%**	**27**	**36**	**75%**	**15**	**15**	**100%**	**16**	**37**	**43%**	**$9.76**

TABLE 4 C INUED

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

FFY 1997

REFUGEE PROGRAM

SUBCONTRACTOR PERFORMANCE SUMMARY

FOR THE PERIOD OCTOBER 1, 1997 TO DECEMBER 31, 1998

AGENCY/ ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
IISF-A/SAS	243	300	81%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
RT-A/SAS	95	100	95%	4	NA	NA	NA	NA	NA	3	NA	NA	3	NA	NA	1	NA	NA	$5.91
TOTAL (A/SAS)	**338**	**400**	**85%**	**4**	**NA**	**NA**	**NA**	**NA**	**NA**	**3**	**NA**	**NA**	**3**	**NA**	**NA**	**1**	**NA**	**NA**	**$5.91**

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

DRAFT MINUTES OF THE
REFUGEE COMMITTEE MEETING
JUNE 25, 1999

Present:
Jack Fitzpatrick, Hyacinth Ahuruonye, Don Climent, Mary Edington, Ann Lazarus

Absent:
Linda Davis, Margi Dunlap, Patricia Erwin, Carmela Gold, Dolores Heaven, Louella Lee, Robert Rubin.

The meeting was called to order by Jack Fitzpatrick, Chairman at 2:20 p.m.

As a quorum was not established, no formal actions were taken at the meeting.

Karen Hart reported that the results of a poll for a regular meeting of the Refugee Committee members showed that the fourth Friday of a month for regularly scheduled quarterly meetings would be the best time for everyone. However, because this month is during vacation season right after school is out, only three members were present. Jack asked the PIC staff to schedule the next quarterly meeting on September 24th. Should it not be necessary to meet, the meeting could be canceled.

Karen Hart updated the committee on the discretionary funds being made available by the Office of Refugee Resettlement (ORR) for services to elderly refugees. Nihonmachi Legal Outreach proposed an Asian law project and the S.F. Senior Refugee Collaborative proposed multi-faceted program with linkages and services for elderly refugees. The two proposals were forwarded to the State Refugee Programs Branch (RPB) which is collecting all of them to prepare and submit one State application.

Karen went on to report about the set aside Refugee Employment Social Services (RESS) funds for services to provide the support necessary to enroll refugees in low income support programs, such as the *"children's Health Insurance Program (CHIP), Headstart, Women, Infants, and Children's Services Program (WIC), Food Stamps, Low Income (Home) Energy Assistance Program (LIHEAP), child care services, and low income housing assistance."*

If the State allocates the funds to the counties, and if the PIC intends to use the funds, it must respond to a few questions: How would it provide the support necessary to enroll refugees in low income programs, what role would MAAs play, how many refugees does the PIC estimate could be served? Also, what activities are being proposed to train or provide salaries for medical and/or legal interpreters?

Patricia Erwin and Don Climent indicated they would like to be a part of an ad hoc committee to look into what the PIC might be able to do.

Karen reported that the preliminary figures for both RESS and Targeted Assistance (TA) funds had been announced. PIC Staff recommendations for the County Plan goals were discussed.

It was the consensus of the Committee to proceed with the proposed goals.

Karen reported that the proposed funding available for the coming year is approximately $5,000 more than the original amount received this year, and all of the subcontractors are being recommended for the same level of funding, with the exception of Community Educational Services (CES) which declined additional refugee funds. Those funds, along with the $5,000 are being designated for the Individual Referral (IR) set aside funds.

Comments were taken from the public regarding the PIC staff recommendations. A representative from Jewish Vocational Service (JVS) stated it would help to know as soon as possible if additional funds become available so they would have time to put together another class or cycle for their Office Technology and Communications program.

The PIC staff suggested that it would be returning to the Committee some time in November with information about the "rollover" funds at which time the Committee could decide to distribute the funds to those subcontractors who have performed the best in meeting or exceeding their proposed goals, as the PIC staff would also have better performance data than it currently has based on nine months of performance.

It was the consensus of the Committee to accept PIC Staff recommendations.

The meeting was adjourned at 3:00 p.m.

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

NOTICE of a PUBLIC MEETING
of the
REFUGEE COMMITTEE

DATE:	Friday, September 24, 1999
TIME:	2:00 – 4:00 P.M.
LOCATION:	City College of San Francisco 33 Gough Street Auditorium

Agenda

1. Adoption of the agenda *
2. Approval of minutes for the Refugee Committee's June 25, 1999 meeting (enclosed) *
3. Update on the Board of Supervisors' Resolution (oral presentation)
4. Update on FFY 1999 RESS & TA formula funding (enclosed) *
5. Recommendations for FFY 1999 special RESS set aside funds (enclosed)*
6. Update on and staff recommendations for FFY 1999 discretionary funds for services to older refugees (to be mailed) *
7. Public testimony on non-agenda items
8. Adjournment

* May require Committee action

Issued 9/14/99

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(Chapter 67 of the San Francisco Administrative Code)

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE: SEPTEMBER 14, 1999**

FROM: RAYMOND R. HOLLAND, INTERIM PRESIDENT

SUBJECT: FINAL RESS & TA FORMULA ALLOCATIONS

We recently received notices of final formula allocation amounts for Targeted Assistance (TA) and Refugee Employment Social Services (RESS) funds. The table below includes those final amounts, the preliminary amounts, and the differences between the two.

	PRELIMINARY	FINAL	DIFFERENCE
TA	$869,075	$868,405	-$670
RESS	$300,937	$410,041	+$109,104
TOTAL	$1,170,012	$1,278,446	**+$108,434**

Of the additional $108,434, $92,169 is earmarked for services and $16, 265 is for PIC administration. Staff believes it would be prudent to wait until we have final carry forward figures from FFY 1998 unspent funds to make recommendations at one time for the additional $92,169 and the carry forward amount. We will have a full year of performance data for FFY 1998 at that time also.

The following table shows the final amounts including PIC administration.

	SERVICES	PIC ADMIN.	TOTAL
TA	$738,144	$130,261	$868,405
RESS	$348,535	$61,506	$410,041
TOTAL	$1,086,679	$191,767	$1,278,446

Staff will be available at your September 24th meeting if you have any questions.

cc: Refugee formula-funded subcontractors
PIC Staff

1650 Mission Street, Suite 300, San Francisco, CA 94103-2490
415/431-8700 Fax 415/431-8702 TDD 800/735-2929 (CRS)

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

To: **REFUGEE COMMITTEE MEMBERS** **Date: SEPTEMBER 14, 1999**

From: **RAYMOND R. HOLLAND, INTERIM PRESIDENT**

Subject: **SPECIAL RESS SET ASIDE FUNDS**

During your last meeting on June 25th, staff reported that we had received word that special RESS set aside funds would be made available to help refugees access low income support programs such as Healthy Families and the Women, Infants, and Children's (WIC) program. At that time, the State Department of Social Services had not decided whether it would operate a state-wide program or allocate the funds to the counties, but it asked the counties to submit a proposal on their usage of those funds. PIC staff, Refugee Committee members, and subcontractor staff formed an ad hoc committee to develop a plan for the funds and a response to the State.

Staff sent a letter to the State on July 8th. (All Committee members should have received a copy.) We proposed to augment and strengthen the Refugee Community Health Outreach Program (RCHOP) run by the Newcomers Health Program of the San Francisco Department of Public Health and International Institute of San Francisco, recently funded by the Office of Refugee Health Services. Because the agencies running the RCHOP already have many ties to, and working relationships with the low income programs listed in the State's letter, we felt it would be a very efficient way to increase refugees' access to those programs. We proposed to provide the support necessary to enroll refugees in low income programs by increasing to full-time the current position of Bosnian Community Health Outreach Worker (CHOW), presently funded at half-time. This person will be home-based at International Institute (II) and out-stationed on a regular basis at the Newcomers Health Program at San Francisco General Hospital and at the Women, Infants, and Children's Services Program (WIC). The set aside funds will also be used to develop printed outreach materials. The CHOW will distribute the materials when making regular outreach visits to the Children's Health Insurance Program, a.k.a. the Healthy Families Program, Headstart, and the Central Intake Point (CIP). We also plan to disseminate information through the CIP's and International Rescue Committee's Bosnian databases.

We have identified the Bosnian community as our primary concern because there are virtually no resources available to help them access services. We estimate that we can provide information and referral services to at least 500 Bosnian refugees. Since there are no Bosnian MAAs in San Francisco, MAAs would not play a role as of yet.

There is an insufficient amount of funds to be able to provide the above-mentioned services, and also to train or provide salaries for additional medical and/or legal

interpreters. International Institute's role in the Newcomers Health Program is to train and provide interpreters for the refugees, and all funded positions in the RCHOP program are filled by bilingual staff.

Since we sent the July 8th letter to the State, we received the RESS announcement of final funding which included a spreadsheet for the special RESS Set Aside funds. Our allocation for the special RESS Set Aside funds is $33,592, with $5,039 for PIC administration and $28,553 for services. The ad hoc committee met again to finalize our recommendations for the services to be provided. Additional details include:

- sign up incentives (to be determined)
- the referral of at least 100 Bosnian refugees to WIC. Since we will have our Bosnian CHOW stationed there a few days per week, we will have a better chance of enrolling them, but since there may be other factors outside our control, we don't want to commit to enrolling 100.
- 80% of those referred will receive follow up services to determine if they did enroll, and if not, why not.
- the CHOW will be sent to CHIP (Children's Health Insurance Program) training to learn how to sign our clients up for that program. The CHOW will orally translate the CHIP application for 40 - 50 refugees.

The Refugee County Plan needs to be revised by September 30th to add this program component, its services, and its goals.

Staff will be available at your September 24th meeting if you have any questions.

cc: Refugee Subcontractors
PIC Staff

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PRIVATE INDUSTRY COUNCIL
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NOTICE of a PUBLIC MEETING
of the
REFUGEE COMMITTEE

DATE:	Friday, September 24, 1999
TIME:	2:00 – 4:00 P.M.
LOCATION:	City College of San Francisco 33 Gough Street Auditorium

Revised Agenda

1. Adoption of the agenda *
2. Approval of minutes for the Refugee Committee's June 25, 1999 meeting (previously mailed) *
3. Update on the Board of Supervisors' Resolution (oral presentation)
4. Update on FFY 1999 RESS & TA formula funding (previously mailed) *
5. Recommendations for FFY 1999 special RESS set aside funds (previously mailed)*
6. Update on and staff recommendations for FFY 1999 discretionary funds for services to older refugees (enclosed) *
7. Public testimony on non-agenda items
8. Adjournment

* May require Committee action

Issued 9/17/99

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE:** SEPTEMBER 17, 1999

FROM: RAYMOND R. HOLLAND, INTERIM PRESIDENT

SUBJECT: UPDATE ON AND STAFF RECOMMENDATIONS FOR FFY 1999 ELDERLY DISCRETIONARY GRANT FUNDS

Background
In May 1999, the federal Office of Refugee Resettlement (ORR) issued a Notice of Availability of FFY 1999 discretionary funds to States for services to older refugees. A total of $5 million would be available nationwide. ORR intended to screen all proposals and review and evaluate the ones which passed the initial screening. The PIC submitted to the State Refugee Programs Branch (RPB) two proposals from agencies in San Francisco.

In June, the RPB was notified by ORR that it wanted one application from the State that summarized the activities for all California counties. The RPB had received a total of 29 proposals requesting $7.9 million, and it ultimately submitted an application to ORR for $2.5 million.

At the beginning of this month, we received notice from the RPB [see Attachment 1 - Refugee Coordinator Letter (RCL) 99-23)] that California was awarded $1.7 million. The RCL also includes a spreadsheet that shows the funding by county. San Francisco's grant totals $210,999 with $200,449 for services and $10,550 for PIC administration. In the RCL, the RPB acknowledges that not all projects can be funded, and instructs the counties to decide how the funds should be distributed. The County Coordinators asked the RPB to publish a priority list of activities it feels should be funded with the limited funds. The RPB issued that list September 15th (see Attachment 2).

Proposal Descriptions
The two proposals, both of which are very well-written and include support letters from the San Francisco Commission on the Aging (COA), are summarized below.

1. The San Francisco Senior Refugee Collaborative made up of Jewish Family and Children's Services (JFCS), International Institute of San Francisco (IISF), and Richmond Area Multi-Services (RAMS), proposes a multifaceted program for all of San Francisco's major refugee populations, including those from the former Soviet Union (FSU), Bosnia, Vietnam (including Sino-Vietnamese refugees), Cambodia, Eritrea, Iran, and Iraq. The Collaborative requests $500,000 to fund an ambitious array of services including outreach/information and referral services, case management,

community center-based adult programs, health/nutrition education and promotion, escorts and transportation, legal services/naturalization, employment services, interpretation and translation, crisis intervention and mental health services, in-home assistance, and respite home care.

2. Nihonmachi Legal Outreach (NLO) proposes an Asian Senior Refugee Law Project which seeks to promote the independence and dignity of Asian refugees persons 60 years of age or older through the use of legal representation to secure rights, protections, and entitlements to enable older refugees to live independently as long as possible. NLO requests $100,029 to provide 2000 hours of services in the form of face-to-face advice, consultation, and representation to a minimum of 400 seniors in San Francisco and Alameda counties. Other proposed services include outreach and social services referral.

Staff Recommendations
PIC Staff convened a review panel as soon as we received the RPB's priority list. The two readers were instructed to evaluate the two proposals based upon the RPB's priority list and ORR's Notice criteria (see Attachment 3).

Staff are recommending that the $200,449 in available funds be awarded to the San Francisco Senior Refugee Collaborative for its proposed project. Staff are not recommending funding for the NLO project.

Among other considerations, staff's recommendation is based upon the following: There is a very limited amount of funding available ($200,449) compared to the amount requested ($600,029). A well-rounded program is proposed by the Collaborative. NLO's outreach and referral services for Asian refugees would be duplicative. Staff asked the RPB for clarification of its priority #4. "Assistance in accessing protective services, in home services, medical services, day care services, meals on wheels, congregate meals, legal assistance and law enforcement services, when needed." The RPB advised staff that that means "assistance in accessing" those services, not the direct provision of those services. In addition, NLO proposed services in San Francisco and Alameda counties, but Alameda county was awarded discretionary funds to serve its refugee senior residents, and this may cause a duplication of services over there. It is not known if NLO contacted the county about coordinating activities.

The Collaborative's proposed project obviously will have to be pared down considering the limited funds. Staff recommends that the Collaborative restructure its project to reflect the RPB's priority list.

Staff will be available at your September 24th meeting if you have any questions. COA representatives, in particular, are invited.

cc: David Ishida, COA
Proponents
PIC Staff

RECEIVED SEP - 3 1999

TE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY GRAY DAVIS, Governor
PARTMENT OF SOCIAL SERVICES
P Street, Sacramento, CA 95814

August 30, 1999

REFUGEE COORDINATOR LETTER (RCL) NO. 99-23

To: County Refugee Coordinators

The purpose of this letter is to provide counties with information regarding the Fiscal Year (FY) 1999 Discretionary Grant to Assist Elderly Refugees. Included are a description of the application development process for this grant, the individual county allocations, and an explanation of the methodology used to determine these allocations.

At the time the Refugee Programs Branch (RPB) sent the May 7, 1999 cover letter to County Refugee Coordinators and service provider agencies transmitting the federal Notice of Availability of Discretionary Funding for Older Refugees, we planned to submit all of the proposals received under one single state application, as we had done previously. On June 14, 1999, we received written clarification from the federal Office of Refugee Resettlement (ORR) that this process was no longer acceptable; the state would be allowed to submit only one application that summarized the activities for all California counties. The one application was to include a narrative and budget not to exceed ten pages. Since we requested that proposals be submitted to our office by June 18, 1999, we felt it was too late to inform agencies of this change in process. Instead, the RPB, in collaboration with the California Department of Aging, carefully reviewed the proposals and used them as a framework to develop a single state application.

The RPB received 29 proposals with a total estimated cost of $7,906,338, far exceeding the total amount of $5 million available nationwide under this grant. It was imperative that the RPB submit a highly competitive application to the ORR. This application needed to reflect the interest and energy of California refugee service providers, the dedication in this state to providing quality senior services to elderly refugees, and be broad enough to accommodate the diversity of proposals submitted to the RPB.

The RPB ultimately submitted an application requesting $2.5 million, an amount commensurate with California's population of elderly refugees and the funding available. The state's application proved successful, garnering $1.7 million, over one third of the total funding available. Since not all projects could be funded, it was necessary to decide how the available funds should be distributed. The RPB believes that the County Refugee Coordinators are in the best position to determine the needs, resources and the capabilities of the community-based providers in their counties.

The most reliable and current data was used to determine the equitable distribution of the funds among counties. Data was obtained from the ORR data system and included refugee arrivals into California during the period from 1983 to present. Funds have been allocated according to the number of refugees aged 60 and over in each eligible county as a percentage of the total number of older refugees in all eligible counties. Eligible counties are all those from which proposals were received. The enclosed spreadsheet provides the allocation amounts and other relevant claiming information. It will be the responsibility of the County Refugee Coordinators to use these funds to establish coordination, collaborations, procedures and contracts at the local level that would best meet the goals and objectives set forth in the state's application. Coordinators may use all or a portion of their county funding on their previously submitted proposals, or they may develop new service delivery strategies, focused on the same goals of providing social and supportive services to older refugees.

Should counties determine that it would not be feasible to operate a viable program for elderly refugees with the funds allotted, they may opt to decline funding by notifying the RPB of their decision in writing by September 30, 1999. In such cases, funds will be re-allocated to all other eligible counties according to the same formula.

Counties will be required to provide the RPB with a description of the services to be provided with Elder Refugee Discretionary funds, including measurable goals and outcomes (e.g., number of elderly refugees to whom outreach services were provided, etc.). This information should be submitted as an appendix to their County Plans by October 15, 1999. If Coordinators are unable to meet this deadline, they should provide their Operations Analyst with a verbal update on the status of their progress. In developing their services plans, counties should ensure that, wherever possible, there is extensive coordination of activities among refugee service providers, mainstream providers of services to the elderly and local Area Agencies on Aging.

Also enclosed are the Standard Terms and Conditions (T & Cs) for this grant. Please note that the T & Cs have been revised and now require that Program Progress Reports be submitted on a semi-annual (every six months), rather than quarterly, basis. These reports will be due to the RPB as follows:

Reporting Period	Report Due
October 1, 1999 – March 31, 2000	April 20, 2000
April 1, 2000 – September 30, 2000	October 20, 2000
October 1, 2000 – March 31, 2001	April 20, 2001
April 1, 2001 – September 30, 2001	October 20, 2001

A final Program Progress Report will be due to the RPB on December 1, 2001. It is imperative that all reports are submitted on a timely basis. In addition, the enclosed Semi-Annual Performance Report Cover Sheet should accompany each report submitted.

If you should have any questions regarding this information, please contact me at (916) 654-6379 or Phyllis Iwasaki, Manager of the Refugee Technical Services Bureau, at (916) 654-2387.

Sincerely,

Janet Landlin

for Robert A. Barton, Chief
Refugee Programs Branch

Enclosures

FEDERAL FISCAL YEAR 1999
DISCRETIONARY GRANTS TO ASSIST OLDER REFUGEES

$ 1,700,000

County	Allocation Number	Refugee Arrivals Age 60+			County Refugee Arrivals Age 60+ as a Percentage of Refugee Arrivals Age 60+ In All Eligible Counties	Total County Allocation	County Admin. at 5% Maximum	Remainder for Services
		FFYs 1983 - 1997[1]	FFY 1998 - present[2]	Total				
Alameda	TARL9901	1,902	15	1,917	4.62095%	$ 78,556	$ 3,928	$ 74,628
Contra Costa	TARL9902	642	4	646	1.55719%	$ 26,472	$ 1,324	$ 25,148
Fresno	TARL9903	1,127	12	1,139	2.74557%	$ 46,675	$ 2,334	$ 44,341
Los Angeles	TARL9904	16,182	161	16,343	39.39496%	$ 669,713	$ 33,486	$ 636,227
Merced	TARL9905	388	-	388	0.93528%	$ 15,900	$ 795	$ 15,105
Orange	TARL9906	4,727	25	4,752	11.45474%	$ 194,731	$ 9,737	$ 184,994
Riverside/San Bernardino[3]	N/A	666	6	672	1.61986%	$ 27,538	$ -	$ 27,538
Sacramento	TARL9907	2,430	166	2,596	6.25768%	$ 106,381	$ 5,319	$ 101,062
San Diego	TARL9908	2,674	52	2,726	6.57105%	$ 111,708	$ 5,585	$ 106,123
San Francisco	TARL9909	5,103	46	5,149	12.41172%	$ 210,999	$ 10,550	$ 200,449
San Joaquin	TARL9910	659	2	661	1.59335%	$ 27,087	$ 1,354	$ 25,733
Santa Clara	TARL9911	4,213	51	4,264	10.27841%	$ 174,733	$ 8,737	$ 165,996
Yolo	TARL9912	211	21	232	0.55924%	$ 9,507	$ 475	$ 9,032
Total		40,924	561	41,485	100.00%	$ 1,700,000	$ 83,624	$ 1,616,376

Notes:

[1] Includes Refugee, Amerasian, Asylee (from Northern Iraq) and Entrant arrivals. Age based on 9/98. Source: ORR Data System - Run Date 5/21/99.

[2] Arrivals 10/98 through 7/99 (Source: ORR)

[3] Riverside and San Bernardino Counties are not designated as refugee-impacted counties; therefore, these funds will not flow through the county. They will be disbursed through a direct contract with the providers.

No funds for state administration costs are being taken on this grant.

Federal Grant Number: 90RL0041

Catalog of Federal Domestic Assistance Number: 93.576

Project Period: 9/30/99 - 9/29/2001

Budget Period: 9/30/99 - 9/29/2000

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TE OF CALIFORNIA–HEALTH AND HUMAN SERVICES AGENCY
GRAY DAVIS, Governor

EPARTMENT OF SOCIAL SERVICES
44 P Street, Sacramento, CA 95814

September 15, 1999

REFUGEE COORDINATOR LETTER NO: 99-25

To: County Refugee Coordinators

The purpose of this letter is to provide Refugee Program Priorities for the 1999 Discretionary Grant for Service to Older Refugees to enable the counties to plan and organize the provision of mainstream senior services to older refugees.

We suggest that the county contact agencies which submitted proposals to determine if they continue to be interested in participating since funding was dramatically lower than requested. Some agencies may decide that they cannot operate a program with the funds that are available.

We also suggest the convening of a review panel of all applicants to plan the activities and agency funding to carry out each county's activities based on the federal Office of Refugee Resettlement Notice criteria, and the priorities listed below. A local Area Agency on Aging representative should be invited to participate on the panel for coordination of elderly services.

Activities in order of priority are:

1. Coordination with the Area Agency on Aging and other senior programs in each area to be served.

2. Face to face contact with refugee elder, one on one or in small groups to describe in the refugee's language, available services and how they can be accessed. These services should be provided by volunteers when possible.

3. Provision of transportation, and accompaniment when appropriate to senior centers, medical appointments and to meet social service needs.

4. Assistance in accessing protective services, in-home services, medical services, day care services, meals on wheels, congregate meals, legal assistance and law enforcement services, when needed.

5. Teaching of English-as-a-Second Language for the elderly in a culturally sensitive environment.

6. Other services as listed in the State Application.

Accurate records must be maintained of all services provided by type of service and alien number of the individual served.

Please contact me if you have any questions at (916) 654-6379 or Phyllis Iwasaki, Chief of the Technical Services Bureau, at (916) 654-2387.

Sincerely,

Robert A. Barton

ROBERT A. BARTON, Chief
Refugee Programs Branch

RECEIVED MAY 1 ? 1999

DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)

Administration for Children and Families (ACF)

Program Announcement CFDA #93.576

AGENCY: Office of Refugee Resettlement (ORR), ACF, DHHS

ACTION: Notice of Availability of FY 1999 discretionary funds to States for services to older refugees.

SUMMARY: The Office of Refugee Resettlement (ORR) invites State offices responsible for refugee programs to submit applications requesting funds to insure the provision of social and supportive services to older refugees. ORR expects to award approximately $5 million to States for this purpose. The applicant should:

o Document the need for culturally and linguistically appropriate services for older refugees that are not currently being provided in the community or services that could be expanded to accommodate increased numbers of older refugees.

o Establish and/or expand a working relationship with the State Agency on Aging and the local community Area Agency on Aging to insure older refugees will be linked to mainstream aging services in the community.

o Specify the purposes for which the funding would be used, and

o Show that the proposed purposes are related to linking older refugees with culturally and linguistically appropriate services in the community to help increase independent living.

Applications will be screened and evaluated as indicated in this program announcement. Awards will be contingent on the outcome of the competition and the availability of funds.

CLOSING DATE: for submission of applications is July 6, 1999. See Part IV of this announcement for more information on submitting applications.

ANNOUNCEMENT AVAILABILITY: This announcement is published on the ORR website at: http://www.acf.dhhs.gov/programs/orr/.

FOR FURTHER INFORMATION CONTACT:

Bill McPherrin

ACF/ORR Division of Community Resettlement

370 L'Enfant Promenade, S.W., 6th Floor

Washington, D.C. 20447

Telephone (202) 401-9324; E-mail: bimcpherrin@acf.dhhs.gov.'

FAX: (202) 401-5772.

SUPPLEMENTARY INFORMATION: This announcement consists of four parts:

Part I. Background - Legislative Authority, Funding Availability, Project and Budget Periods, CFDA Number 93.576.

Part II. Applicant Eligibility - Eligible Applicants, Purpose and Objectives.

Part III. The Review Process - Intergovernmental Review, Initial ACF Screening, Competitive Review, Review Criteria.

Part IV. The Application - Application Development, Guidelines for Preparing a Project Description, Application Submission, Paperwork Reduction, Regulations, and Reporting.

Part I. Background

LEGISLATIVE AUTHORITY: This program is authorized by Section 412(c)(1) of the Immigration and Nationality Act (8 U.S.C. 1522(c)(1)), as amended.

AVAILABILITY OF FUNDS: ORR expects to award approximately $5 million to state offices responsible for refugee programs to serve populations of refugees aged 60 and over. ORR expects to award approximately 30 grants in the range of amounts from $100,000 to $500,000. Using data available on refugee arrivals since 1983, ORR developed a table which reflects populations of refugees aged 60 and over, by state, for the period FY 1983-1997.

No state is guaranteed an award.

No state is guaranteed that the amount of an award made to it will be in the same amount as its request.

No state will be awarded an amount greater than its request.

The Director reserves the right to award more or less funds to any individual applicant or in total for all applicants based on the quality of the applications and the best interest of the Government. In cases where ORR proposes to award an amount less than a state's application request, the state will be required to submit a revised budget and budget narrative showing how the state proposes to spend the amount ORR is proposing to award to the state. If a state fails to submit a commensurate revised budget within the time requested, the state will forfeit the award.

PROJECT PERIOD: Awards will be for one-year budget periods, although project periods may be for two years. Applications for continuation grants funded under these awards beyond the one-year budget period may be entertained on a non-competitive basis, subject to availability of funds, satisfactory progress of the project, and a determination that continued funding is in the best interest of the government.

Part II. Project and Applicant Eligibility

ELIGIBLE APPLICANTS: State offices responsible for refugee programs.

PURPOSE AND OBJECTIVES: This program announcement governs the availability of and award procedures for grants to states to insure the provision of social and supportive services to older refugees. ORR intends to award approximately $5 million to state offices that are responsible for refugee programs. These funds will be used: (a) to establish and/or expand a working relationship with the State Agency on Aging and the local community Area Agency on Aging to insure all older refugees in the community will be linked to mainstream aging services in their community; (b) to provide culturally and linguistically appropriate services to all older refugees that are not currently being provided in the community or to provide services that could be expanded to accommodate increased numbers of older refugees; (c) to create opportunities to enable older refugees to live independently as long as possible.

A major objective is to serve all older refugee populations in the communities in which they live.

The objective of the activities proposed should be to help all older refugees gain access to programs and services in the community which meet their needs. Many older people in the United States are at risk, including the frail elderly, those living alone without a caregiver; members of minority groups; low-income older persons, and those who are abused, neglected or exploited. There are a number of issues which make older refugees particularly vulnerable: chronic health and emotional problems stemming from the conditions of refugee flight; family loss and separation; an inability to advocate for themselves because of cultural, language, or educational barriers; limited access to appropriate health and social service agencies; limited incomes due to work histories; and barriers to meeting the requirements for naturalization.

The following are examples of allowable activities all of which, or some combination of these which, the applicant may propose:

- Joint aging/refugee programs – assistance to all older refugees for the purpose of accessing available aging services, such as senior community centers, supportive and nutrition services (both congregate and home-delivered), information and referral, outreach, escort, transportation, case management, home care, adult day care, elder abuse prevention, legal services, nursing home ombudsman services, respite care, and chore services.
- Employment services – preferably undertaken in conjunction with other Federal, State or local senior employment programs, such as the Older American's Act Title V, Senior Employment.
- Other services such as interpretation and translation, crisis intervention, assistance with housing needs, home repair, telephone assurance, personal care and health promotion.

Services provided with these discretionary funds should supplement and not supplant existing services.

Part III: The Review Process

INTERGOVERNMENTAL REVIEW: This program is covered under Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs. NOTE: STATE/TERRITORY PARTICIPATION IN THE INTERGOVERNMENTAL REVIEW PROCESS DOES NOT SIGNIFY APPLICANT ELIGIBILITY FOR FINANCIAL ASSISTANCE UNDER A PROGRAM. A POTENTIAL APPLICANT MUST MEET THE ELIGIBILITY REQUIREMENTS OF THE PROGRAM FOR WHICH IT IS APPLYING PRIOR TO SUBMITTING AN APPLICATION TO ITS SINGLE POINT OF CONTACT (SPOC), IF APPLICABLE, OR TO ACF.

As of November 20, 1998, the following jurisdictions have elected not to participate in the Executive Order process. Applicants from these jurisdictions or for projects administered by federally-recognized Indian Tribes need take no action in regard to E.O. 12372:

Alabama, Alaska, American Samoa, Colorado, Connecticut, Kansas, Hawaii, Idaho, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, Ohio, Oklahoma, Oregon, Palau, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, and Washington.

Although the jurisdictions listed above no longer participate in the process, entities which have met the eligibility criteria of the program may still apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. All remaining jurisdictions participate in the Executive Order process and have established SPOCs. Applicants from participating jurisdictions should contact their SPOCs as soon as possible to alert them of the prospective applications and receive instructions. Applicants must submit any required material to the SPOCs as soon as possible so that the program office can obtain and review SPOC comments as part of the award process. The applicant must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a. Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards.

SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Further, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to: Department of Health and Human Services, Administration for Children and Families, ORR Grants Officer, 370 L'Enfant Promenade, S.W., Sixth Floor East, Washington, D.C. 20447.

A list of the Single Points of Contact for each State and Territory is included with this program announcement.

INITIAL ACF SCREENING: Each application submitted under this program announcement will undergo a pre-review to determine that (1) the application was received by the closing date and submitted in accordance with the instructions in this announcement and (2) the applicant is eligible for funding.

COMPETITIVE REVIEW AND REVIEW CRITERIA: Applications which pass the initial ACF screening will be evaluated and rated by an independent review panel.

The review criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications which are responsive to the criteria within the context of this program announcement. Applicants are encouraged to organize their narrative accordingly. Proposed projects will be reviewed based on the following criteria.

1. Objectives and Need for Assistance – Does the applicant's detailed description of existing services to older people in the community demonstrate how those services will be improved upon, changed, modified, or expanded to be culturally and linguistically appropriate to all older refugees? (25 points).
2. Purpose. Are the proposed activities/purposes reasonable? Do the activities relate to linking older refugees to mainstream services provided by the local Area Agency on Aging to enable older refugees to live independently as long as possible? Is there written documentation between refugee providers and the Area Agency on Aging that details the linkage? (25 points).
3. Results/Benefits Expected – Are the proposed objectives specific, measurable, realistic, time-phased, and related to the requirements of this program announcement as identified in the Purpose and Objectives section of this announcement ((a) through (c))? (25 points).
4. Budget and Budget Justification – Does the budget narrative provide justification in relation to the proposed activities and anticipated outcomes? Is the amount requested commensurate with the goals/objectives of the program? (25 points).

The review criteria are the basis on which the state's application will be ranked for funding. Therefore, applicants are encouraged to develop their application content to reflect the review criteria categories.

The total narrative and budget material in response to the four-review criteria should not exceed 10 pages, single-spaced, single-sided, 12-point font size. The review panel will not consider submitted material which exceeds the page limit.

Part IV. The Application

APPLICATION DEVELOPMENT: In order to be considered for a grant under this program announcement, an application must be submitted on the Standard Form 424 and in the manner prescribed by ACF. Application materials including forms and instructions are available from the contact named under the "FOR FURTHER INFORMATION CONTACT" section in the preamble of this announcement.

PURPOSE

The project description provides a major means by which an application is evaluated and ranked to compete with other applications for available assistance. The project description should be concise and complete and should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. Applicants are encouraged to provide information on their organizational structure, staff, related experience, and other information considered to be relevant. Awarding offices use this and other information to determine whether the applicant has the capability and resources necessary to carry out the proposed project. It is important, therefore, that this information be included in the application. However, in the narrative the applicant must distinguish between resources directly related to the proposed project from those that will not be used in support of the specific project for which funds are requested.

General Instructions: Cross-referencing should be used rather than repetition. ACF is particularly interested in specific factual information and statements of measurable goals in quantitative terms. Project descriptions are evaluated on the basis of substance, not length. Extensive exhibits are not required. (Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.) Pages should be numbered and a table of contents should be included for easy reference.

Budget and Budget Justification: Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other

similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

Additional Information: Following is a description of additional information that should be placed in the appendix to the application.

Organization Profiles – Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses, and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information. Any non-profit organization submitting an application must submit proof of its non-profit status in its application at the time of submission. The non-profit agency can accomplish this by providing a copy of the applicants listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501 c (3) of the IRS code, or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

Staff and Position Data – Provide a biographical sketch for each key person appointed and a job description for each vacant key position. A biographical sketch will also be required for new key staff as appointed.

Third-Party Agreements – Include written agreements between grantees and sub-grantees or subcontractors or other cooperating entities. These agreements must detail scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters of Support – Provide statements from community, public and commercial leaders that support the project proposed for funding.

Non-competing Continuations: See "Project Period" section above.l.

Supplemental Applications: For a supplemental assistance request, grantees may explain the reason for the request and justify the need for additional funding. Such requests should include a budget and budget justification only for those costs for which additional funds are requested.

APPLICATION SUBMISSION:

1. Mailed applications shall be considered as meeting an announced deadline if they are either received on or before the deadline date or sent on or before the deadline date and received by ACF in time for the independent review to: DHHS, ACF, Office of Refugee Resettlement, Attention: Shirley B. Parker, ORR Grants Officer, 370 L'Enfant Promenade, S.W., Sixth Floor, Washington, D.C. 20447.

Applicants must ensure that a legibly dated U.S. Postal Service postmark or a legibly dated, machine-produced postmark of a commercial mail service is affixed to the envelope/package containing the application(s). To be acceptable as proof of timely mailing, a postmark from a commercial mail service must include the logo/emblem of the commercial mail service company and must reflect the date the package was received by the commercial mail service company from the applicant. Private metered postmarks shall not be acceptable as proof of timely mailing. (Applicants are cautioned that express/overnight mail services do not always reflect the date of mailing on the package or deliver as agreed.)

Applications hand-carried by applicants, couriers, or by other representatives of the applicant shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours of 8:00 a.m. and 4:30 p.m., EST, at the Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement, ACF Mailroom, 2nd Floor (near loading dock), Aerospace Center, 901 D Street, S.W., Washington, D.C. 20024, between Monday and Friday (excluding Federal holidays). The address must appear on the

envelope/package containing the application with the note "Attention: Shirley B. Parker, ORR Grants Officer."

ACF cannot accommodate transmission of applications by fax or through other electronic media. Therefore, applications transmitted to ACF electronically will not be accepted regardless of date or time of submission and time of receipt.

2. Late applications. Applications which do not meet the criteria above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

3. Extension of deadlines. ACF may extend an application deadline when circumstances such as acts of God (floods, hurricanes, etc.) occur, or when there is widespread disruption of the mail service, or in other rare cases. Determinations to extend or waive deadline requirements rest with ACF's Chief Grants Management Officer.

The Paperwork Reduction Act of 1995 (Public Law 104-13)

Public reporting burden for this collection of information is estimated to average 32 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139 which expires 10/31/2000.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Grantees under this program announcement will be required to provide semi-annual program performance reports and financial reports (SF-269). A Final Financial and Program Report shall be due 90 days after the end of the Grant Project Period (i.e. only after the final budget period).

Dated:

Lavinia Limon, Director

Office of Refugee Resettlement

State	Population Age 60 +
California	44,234
New York	43,588
Florida	8,909
Illinois	8,357
Massachusetts	6,689
Pennsylvania	6,148
Texas	5,669
Washington	5,440
New Jersey	4,043
Maryland	3,651
Ohio	3,534
Minnesota	3,189
Georgia	2,702

Michigan	2,645
Virginia	2,215
Oregon	2,099
Connecticut	1,828
Wisconsin	1,769
Colorado	1,760
Missouri	1,710
Arizona	1,315
Tennessee	1,012
Utah	924
North Carolina	888
Iowa	828
Kansas	751
Kentucky	692
Louisiana	644
Rhode Island	612
Indiana	587
District of Columbia	534
Nevada	524
Nebraska	500
Oklahoma	500
New Mexico	489
Hawaii	336
Alabama	298
Idaho	284
Maine	247
New Hampshire	237
North Dakota	229
Vermont	180
South Carolina	175
South Dakota	141
Arkansas	106
Delaware	83
Mississippi	67
Montana	58
Alaska	46
Puerto Rico	37
West Virginia	33
Unkown	15
Wyoming	10
Total	**173,561**

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS
REFUGEE SERVICE PROVIDERS

DATE: SEPTEMBER 17, 1999

FROM: KAREN HART, REFUGEE PROGRAM COORDINATOR

SUBJECT: REFUGEE RESOLUTION FOR THE BOARD OF SUPERVISORS

A resolution to approve the County Plan and authorize the PIC to accept and expend TA and RESS formula funds is on the Consent Agenda of the Housing and Social Policy Committee of the Board of Supervisors on Tuesday, September 21, 1999. The Committee members are Supervisors Mabel Teng (Chair), Sue Bierman, and Alicia Becerril. The meeting starts at 10 a.m in City Hall, room 263. The resolution also includes funding to individual subcontractors.

Please feel free to attend the committee meeting. Call me if you have any questions.

cc: PIC Staff

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efugee Committee

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

DRAFT MINUTES OF THE REFUGEE COMMITTEE SEPTEMBER 24, 1999

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Present:
Jack Fitzpatrick, Hyacinth Ahuruonye, Don Climent, Linda Davis, Margi Dunlap, Mary Edington, Patricia Erwin, Dolores Heaven, Ann Lazarus, Louella Lee, Robert Rubin

Absent:
Carmela Gold

The meeting was called to order at 2:15 p.m. by Jack Fitzpatrick, Chairman.

Motion to accept the minutes of the June 25, 1999 meeting.
Moved and seconded.
Ayes: Hyacinth Ahuruonye, Don Climent, Linda Davis, Margi Dunlap, Mary Edington, Patricia Erwin, Dolores Heaven, Ann Lazarus, Louella Lee, Robert Rubin
Nays: None
Abstentions: None

Karen Hart said that Federal Fiscal Year 1999 (beginning October 1) Refugee County Plan and initial funding recommendations were passed by a committee of the Board of Supervisors, and are scheduled to go before the full Board on Monday, September 27 where they are likely to be approved.

Referring to Raymond Holland's September 14, 1999 memorandum, Karen discussed the final formula allocations for Refugee Employment Social Services (RESS) and Targeted Assistance (TA) funds, which total $1,278,446, an increase of $108,434 over the preliminary amounts.

With reference to a second memorandum from Raymond, also dated September 14, Karen said that $33,592 in special RESS set aside funds will be used to increase to full-time the existing half-time position of a Bosnian Community Health Outreach Worker and develop and disseminate printed outreach materials.

Motion to accept staff recommendations for RESS set aside funds.
Moved by Mary Edington and seconded.
Ayes: Hyacinth Ahuruonye, Linda Davis, Mary Edington, Dolores Heaven, Ann Lazarus, Louella Lee, Robert Rubin
Nays: None
Abstentions: Don Climent, Margi Dunlap, Patricia Erwin

California has been awarded $1.7 million of the $5 million in FFY'99 Elderly Discretionary Grant funds available nationwide through the Office of Refugee Resettlement to provide services to older refugees, Karen said, referring to Raymond's September 17 memorandum. The money has been allocated by county, and San Francisco will receive $210,999.

Two proposals were received by PIC for these funds, and staff recommend that all the funds go to the San Francisco Senior Refugee Collaborative made up of Jewish Family and Children's Services, the International Institute of San Francisco, and Richmond Area Multi-Services.

Motion to accept staff recommendation of a subcontractor for Elderly Discretionary Grant funds.
Moved and then seconded by Ann Lazarus.

Ayes:	Hyacinth Ahuruonye, Don Climent, Linda Davis, Mary Edington, Patricia Erwin, Dolores Heaven, Ann Lazarus, Louella Lee, Robert Rubin
Nays:	None
Abstentions:	Margi Dunlap

The meetings was adjourned at 2:40 p.m.

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

NOTICE of a PUBLIC MEETING
of the
REFUGEE COMMITTEE

DATE:	Friday, November 12, 1999
TIME:	3:00 – 4:30 P.M.
LOCATION:	City College of San Francisco 33 Gough Street Auditorium

Agenda

1. Adoption of the agenda *
2. Approval of minutes of the Refugee Committee's September 24, 1999 meeting (enclosed) *
3. Board of Supervisors and State Refugee Programs Branch approvals of County Plan (oral presentation)
4. Board of Directors' approval of Refugee Committee recommendations (oral presentation)
5. Third Baptist Church/African Immigrant & Refugee Resource Center contract (oral presentation)*
6. Recommendations for FFY 1998 carry forward funds and additional FFY 1999 RESS funds and review of subcontractors' FFY 1998 performance (enclosed)*
7. Adjournment

* May require Committee action

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PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE**: NOVEMBER 5, 1999

FROM: RAYMOND R. HOLLAND, INTERIM PRESIDENT

SUBJECT: REVIEW OF SUBCONTRACTORS' FEDERAL FISCAL YEAR (FFY) '98 PERFORMANCE AND STAFF RECOMMENDATIONS FOR CARRY FORWARD AND ADDITIONAL REFUGEE EMPLOYMENT SOCIAL SERVICES FUNDS

Funding Recommendations
Table 1 represents PIC Staff recommendations for the carry forward and additional funds. They are:

- Increasing funds for the Central Intake Point for intake and assessment services for the additional refugees to be served. The revised CIP funding level represents 9.9% of the services' funds; initially it was 12.1%.
- Doubling the IR program funding because the word is out and the demand has heightened. The program started Oct. 1st; 11 are already enrolled.
- Increasing JVS's OTC enrollment goal by 10. JVS already has 13 clients enrolled in its OTC program, and has more interested clients.
- Continuing to set aside funds to be available to all. The set aside is about $49,000 less than the generic IR set aside pot and the generic ES/IR set aside pot equaled last year. We could use these funds for additional IR/OJT slots if needed or for special projects as deemed necessary. DHS and PIC staff are still concerned that there may be client special needs that surface which would require a special project or a supplemental Request For Qualifications (RFQ).
- Increasing IISF's acculturation program enrollment goal. It enrolled 168% of its goal last year. Even with this increase, its new goal is less than its actual performance was last year.

One other recommendation staff would like to make is to allow services to San Mateo and Marin County refugees. ORR defines San Francisco in its funding announcements as the three counties, and the State said it is fine with them as long as we put it in our County Plan. We continue to have problems reaching our enrollment goals, and subcontractors have mentioned that there are refugees in those counties who are interested in enrolling in our programs. Marin and San Mateo do not get formula funds of their own to serve refugees.

Background
At your September 24th Committee meeting, staff reported that we had received final allocation figures, and the Refugee Employment Social Services (RESS) formula funds had increased from the preliminary funding amount. In addition, we now have a close estimate of funds [a few of the On-the-Job Training (OJT) contracts will not finish until November or December] that are unexpended from FFY '98 and can be carried forward to FFY '99 programs.

The funds are as follows:

Additional RESS funds	$92,169
Carry Forward RESS funds	$163,296
Carry forward TA funds	$92,000
Total	$347,465

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Subcontractor Performance

The San Francisco Private Industry Council, Inc. funds seven agencies with RESS and TA formula monies. Five of these agencies, Career Resources Development Center (CRDC), Refugee Transitions (RT), Jewish Vocational Service (JVS), Catholic Charities/Refugee Employment Assistance Program (CC/REAP), and Third Baptist Church/African Immigrant and Refugee Resource Center (TBC/AIRRC) operate employment programs. International Institute of San Francisco (IISF) and Refugee Transitions have programs that provide acculturation and social adjustment services to refugees through RESS funds. The International Rescue Committee (IRC) serves as our Central Intake Point (CIP) for our refugee services.

JVS is responsible for both Employment Services (ES) and Vocational Training (VT) programs. They actually have three VT programs: Certified Nursing Assistant (CNA), Office Technology and Communication, and Computer-Aided Drafting & Design (CAD). CRDC runs a clerical and medical/clerical training program designed to prepare refugees for office work in a medical setting. All of the VT programs include concurrent Vocational English as a Second Language (VESL) training.

Our ES programs are structurally alike. All provide concurrent English Language Training along with job search workshops, counseling, and job readiness training.

It is important to review our subcontractors' performance within the context of systemic issues that have affected and are continuing to affect our overall county performance.

The number of Refugee Cash Assistance (RCA) clients who are mandated to enroll in our refugee funded programs and the number of Temporary Assistance for Needy Families (TANF) recipients have continued to decrease in San Francisco county. The October 1999 Department of Health Services MEDS File Report indicates that there are only 20 RCA cases and 381 refugees in the country 60 months or less who are receiving TANF. Seven months ago there were 30 RCA cases and 540 TANF adults <60 months. At this time last year, there were 46 RCA cases and 637 TANF cases and 19 months ago, 80 RCA cases and 745 TANF cases. As one can see, the number of refugees on cash aid is steadily decreasing. In addition, the number of refugee arrivals continues to fluctuate. In February 1998, we had 50 arrivals to San Francisco. In February 1999, only 15 refugees arrived in San Francisco. The August arrival report from ORR includes 59 persons, but of course some are children, and some, as Alameda county asserts, actually settled in Oakland. Many refugees slated to reside in San Francisco cannot afford the extremely high housing costs here and are settling in the East Bay and elsewhere.

Although all of the clients receiving RCA are mandated to enroll in our refugee-funded programs, the TANF recipients have a choice of programs through CalWORKs. DHS staff has agreed to refer TANF clients to our refugee programs; however, disseminating information about our programs to all of the appropriate DHS staff and clients has taken some time. We had 121 TANF clients enrolled in our refugee funded programs this past year (October 1998 - September 1999). We have been told by DHS staff that other refugees are enrolled in vocational training through City College, and many others are already working part time.

PIC and subcontractors' staffs are continuing to do extensive recruitment and dissemination of refugee employment program information. We have participated in "Providers' Showcases" for Personal Assisted Employment Services (PAES) Employment Specialists (ES) working with GA clients and for CalWORKs Employment Specialists working with those receiving TANF. Subcontractor staffs are continuously developing relationships with the DHS Employment Specialists.

As we have increasing numbers of CalWORKs clients, we also are increasingly hearing concerns from our refugee service providers that CalWORKs clients are turning down and even quitting good jobs in order to enroll in more training, usually at City College. This has effected our placement rate this year.

In addition, at this time our refugee computer program is only able to report one job entry per enrollee. When refugees obtain second, and sometimes third jobs, the subcontractors report the additional jobs, and we can update the hourly wage and hours per week if applicable, but can not report subsequent jobs as additional job entries. This past quarter, we counted by hand additional jobs and found out that we had 20 in the last quarter alone that were not reported to the State. We have asked the State RPB for technical assistance to help us re-program the system so we can report all the jobs the refugees get.

INDIVIDUAL SUBCONTRACTOR PERFORMANCE

Tables 2 – 4 reflect the subcontractors' performance from October 1, 1998 through September 30, 1999. The tables are arranged by funding source (RESS/TA) and grouped by activity (ES/ VT/IR). Table 3 shows a comparison of the ES/VT/IR activities. For comparative purposes, Table 5 shows summary enrollment and placement data for the last two years, October 1, 1997 – September 30, 1998 and October 1, 1998 – September 30, 1999. The data include actual versus planned enrollments and employment entries, and actual employment entries versus actual enrollments.

We enrolled 333 of the year-end planned total of 403 for the formula-funded employment subcontracts. Another 112 slots were available through set aside pools of funds for individual referral and employment services, but they were not filled because we did not get a sufficient number of referrals. It should be noted that 47 enrollments occurred in July, August, and September and thus the agencies had less than 90 days in which to place those refugees in jobs. Some of these late enrollees have been re-enrolled into FFY '99 programs.

On the surface, one of the most surprising observations is that the ES activity ended the year closer to its placement goal than did either the VT or the IR component. The ES subcontractors and their staffs did work very hard to reach their goals and that definitely needs to be acknowledged, but the VT and IR components' low placement figures can be explained.

Vocational Training

Two subcontractors operate VT programs. JVS and CRDC both have clerical/office technology programs. And both of them had satisfactory performance statistics until they ran into a dearth of recruits for their last training cycles. CRDC offered an evening class when it could not recruit a sufficient number of refugees for a day class, but it still fell way short of its enrollment goal. It appears, in hindsight, that its enrollment goal of 52 was too high. CRDC's placement performance also suffered because of late enrollments in July and August and because it has continued to have staff turn-over problems. Eight of its late enrollees will be re-enrolled in FFY '99 to complete the training and be placed.

JVS also operates a Computer-Aided Drafting and Design program, which has very good performance statistics this year, including an average wage of $14.25, and a Certified Nursing Assistant program, which reached 100% of both its enrollment and placement goals.

Individual Referral/On the Job Tralning

As previously noted in the semi-annual report in April, the Individual Referral (IR)/On the Job Training (OJT) program, run by Catholic Charities/Refugee Employment Assistance Program (REAP) is a new activity this year, and as such, got off to a late start. In fact, seven of the 12 IR participants were in training until the middle of September, and have just started their job search. In addition, three of the five OJT participants will not finish their training until FFY '99; one in October, one in November, and one in December. Many of the IR participants are enrolled in information technology programs, such as software testing and design, web publishing, systems engineering, or database management, and should command a very high wage when placed. The average wage for the four IR participants placed so far is $20.13. The demand for this IR/OJT activity is growing. Even though it started out late and slow, it ended the year exceeding its enrollment goal.

Employment Services
Overall, the employment services programs performed well this year despite the fact that the components for refugees 50 years of age and older did not fare as well as we had hoped. REAP's older refugee component, in particular, had dismal performance, and they will not be operating this component in FFY '99. JVS's older component had more modest goals. Both agencies placed a third of those enrolled in their older refugee components.

REAP and JVS's ES components for refugees 49 years of age and under have excellent actual versus planned performance statistics this year, with REAP exceeding both it's enrollment and placement goals, and JVS achieving 99% of its enrollment goal and 92% of its placement goal. Of those enrolled, JVS placed 70% and REAP, 56%.

Other ES subcontractors did not fare as well. Although TBC/AIRRC achieved 133% of its enrollment goal, it only accomplished 67% of its placement goal. It placed only 40% of those it enrolled. The agency has had a shortage of staff, and this has hurt its performance.

As mentioned in the last report, RT's ES program is the newest and least known of the ES programs, and it had recruitment problems because of that. Partly as a consequence of that, it achieved only 43% of its placement goal. It placed only 47% of those it enrolled, and will continue to work with six clients by re-enrolling them into its FFY '99 program.

Acculturation/Social Adjustment Services
International Institute's acculturation program far exceeded its enrollment goal, and RT achieved 83% of its goal. This indicates that there still is a need for acculturation services.

Staff will be available at your November 12, 1999 meeting to answer any questions you may have.

Attachments

cc: Refugee Proponents
Stephen Saucedo, CDSS
DHS Staff
PIC Staff

TABLE 1
PIC STAFF RECOMMENDATIONS FOR CARRY FORWARD AND UNALLOCATED REFUGEE FUNDS

AGENCY/PROGRAM	FUNDS REQUESTED	FFY '98 FINAL FUNDING	FFY '99 CURRENT FUNDING	CURRENT SLOTS	ADDITIONAL FUNDS RECOM	REVISED FFY '99 FUNDING LEVEL	REV. SLOTS	REV. PLs
IRC-CIP	$133,512	$133,512	$119,886	NA	$13,626	$133,512	NA	NA
CC/REAP - ES	$336,000*	$170,123	$170,123	100	$0	$170,123	100	66
CC/REAP - IR		$22,500	$22,500	15	$22,500	$45,000	30	20
JVS - ES	$331,647	$212,453	$212,453	106	$0	$212,453	106	69
JVS - VT-CAD	$70,989	$70,989	$70,989	27	$0	$70,989	27	21
JVS - VT-CNA	$13,206	$13,206	$13,206	5	$0	$13,206	5	4
JVS - VT-OTC	$88,469	$88,469	$58,980	20	$29,489	$88,469	30	24
						$0		
CRDC-VT	$114,400	$114,400	$85,800	39	$0	$85,800	39	35
RT-ES	$42,428	$37,910	$37,910	31	$0	$37,910	31	21
TBC/AIRRC - ES	$64,140	$32,711	$32,711	15	$0	$32,711	15	12
TRANSP/CHILDCARE		$30,000	$30,000		($570)	$29,430		
IR SET ASIDE - REAP		$52,500	$80,657		$75,000	$155,657		
SET ASIDE - ALL		$232,649	$0		$183,224	$183,224	53	37
TOTAL ES/VT/IR SLOTS				**358**			**436**	**309**
IISF - A/SAS	$64,694	$39,537	$35,583	140	$24,196	$59,779	221	
RT - A/SAS	$27,637	$26,347	$23,712	90	$0	$23,712	90	
TOTAL A/SAS SLOTS				**230**			**311**	
TOTAL FUNDS		$1,277,306	$994,510		$347,465	$1,341,975		

*REAP had one proposal which included 3 components: ES, VT, and IR.

TABLE 2
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
REFUGEE TARGETED ASSISTANCE PROGRAM 98 (TA)
SUBCONTRACTOR PERFORMANCE SUMMARY
FOR THE PERIOD: OCTOBER 1, 1998 TO SEPTEMBER 30, 1999

COMP ACRONYM	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT*	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
147G952P7 REAP-ES/ELT	73	61	120%	41	40	103%	13	26	50%	24	19	126%	12	5	240%	20	35	57%	$7.66
147G952P71 REAP-ES/ELTO	12	61	20%	4	30	13%	0	26	0%	1	16	6%	0	5	0%	4	25	16%	$6.38
168G952P7 JVS-ES/ELT	70	71	99%	49	53	92%	28	19	147%	34	23	148%	16	19	84%	9	34	26%	$9.14
168G952P71 JVS-ES/ELTO	27	35	77%	9	16	56%	1	4	25%	5	8	63%	1	5	20%	5	11	45%	$7.53
263G952P7 RT-ES/ELT	19	31	61%	9	21	43%	3	10	30%	6	15	40%	2	5	40%	5	16	31%	$11.81
160G952P7 TBC-ES/ELT	20	15	133%	8	12	67%	5	6	83%	4	10	40%	0	2	0%	1	10	10%	$7.25
TOTAL (ES)	**221**	**274**	**81%**	**120**	**172**	**70%**	**50**	**91**	**55%**	**74**	**91**	**81%**	**31**	**41**	**76%**	**44**	**131**	**34%**	**$8.50**
168G952H71 JVS-VT/CAD	27	27	100%	18	21	86%	9	12	75%	12	14	86%	0	6	0%	9	14	64%	$14.25
168G952H72 JVS-VT/CNA	5	5	100%	4	4	100%	2	2	100%	2	3	67%	1	1	100%	0	3	0%	$9.56
TOTAL (VT)	**32**	**32**	**100%**	**22**	**25**	**88%**	**11**	**14**	**79%**	**14**	**17**	**82%**	**1**	**7**	**14%**	**9**	**17**	**53%**	**$13.39**
TITLE TOTAL	**253**	**306**	**83%**	**142**	**197**	**72%**	**61**	**105**	**58%**	**88**	**108**	**81%**	**32**	**48**	**67%**	**53**	**148**	**36%**	**$9.25**

*Employment Entry: Full Time 74 Part Time 68

TABLE 3
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
REFUGEE EMPLOYMENT SOCIAL SERVICES PROGRAM 98 (RESS)
SUBCONTRACTOR PERFORMANCE SUMMARY
FOR THE PERIOD: OCTOBER 1, 1998 TO SEPTEMBER 30, 1999

COMP ACRONYM	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT*	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
111G951H7 CRDC-VT/VESL	38	52	73%	19	47	40%	8	25	32%	7	20	35%	3	5	60%	3	42	7%	$9.08
168G951H7 JVS-VT/OTC	25	30	83%	18	24	75%	7	8	88%	11	16	69%	4	8	50%	2	16	13%	$11.00
TOTAL (VT)	**63**	**82**	**77%**	**37**	**71**	**52%**	**15**	**33**	**45%**	**18**	**36**	**50%**	**7**	**13**	**54%**	**5**	**58**	**9%**	**$10.02**
147G951G7 REAP-IR/OJT	17	15	113%	4	12	33%	2	10	20%	0	7	0%	0	0	NA	1	12	8%	$20.13
TOTAL (IR/OJT)	**17**	**15**	**113%**	**4**	**12**	**33%**	**2**	**10**	**20%**	**0**	**7**	**0%**	**0**	**0**	**NA**	**1**	**12**	**8%**	**$20.13**
TOTAL VT & IR/OJT	**80**	**97**	**82%**	**41**	**83**	**49%**	**17**	**43**	**40%**	**18**	**43**	**42%**	**7**	**13**	**54%**	**6**	**70**	**9%**	**$12.00**
245G951S7 IISF-A/SAS	247	147	168%	0	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	NA
263G951S7 RT-A-SAS	83	100	83%	0	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	NA
TOTAL A/SAS	**330**	**247**	**134%**	**0**	**NA**	**NA**	**0**	**NA**	**NA**	**0**	**NA**	**NA**	**0**	**NA**	**NA**	**0**	**NA**	**NA**	**NA**

*** Employment Entry Full Time** 27 **Part Time** 14

TABLE 4
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
FFY 1998 REFUGEE
ES, IR, VT PROGRAM COMPARISON
FOR THE PERIOD OCTOBER 1, 1998 TO SEPTEMBER 30, 1999

ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
ES (TA)	**221**	**274**	**81%**	**120**	**172**	**70%**	**50**	**91**	**55%**	**74**	**91**	**81%**	**31**	**41**	**76%**	**44**	**131**	**34%**	**$8.50**
IR (RESS)	**17**	**15**	**113%**	**4**	**12**	**33%**	**2**	**10**	**20%**	**0**	**7**	**0%**	**0**	**0**	**NA**	**1**	**12**	**8%**	**$20.13**
VT (TA)	32	32	100%	22	25	88%	11	14	79%	14	17	82%	1	7	14%	9	17	53%	$13.39
VT (RESS)	63	82	77%	37	71	52%	15	33	45%	18	36	50%	7	13	54%	5	58	9%	$10.02
TOTAL VT	**95**	**114**	**83%**	**59**	**96**	**61%**	**26**	**47**	**55%**	**32**	**53**	**60%**	**8**	**20**	**40%**	**14**	**75**	**19%**	**$11.28**
GRAND TOTAL ES, IR & VT	**333**	**403**	**83%**	**183**	**280**	**65%**	**78**	**148**	**53%**	**106**	**151**	**70%**	**39**	**61**	**64%**	**59**	**218**	**27%**	**$9.65**

* Employment Entry: Full Time 101 Part Time 82

TABLE 5
REFUGEE PERFORMANCE DATA
FOR FFYs 1997 AND 1998

EMPLOYMENT SERVICES/ENGLISH LANGUAGE TRAINING

Subcontractor	Actual/Planned Enrollments						Actual/Planned Employment Entries						Employment Entry Rate °					
	FFY'97			FFY'98			FFY'97			FFY'98			FFY'97			FFY'98		
	Actual	Plan	%	Actual	Plan	%	Actual	Plan	%	Actual	Plan	%	EE	Enroll	%	EE	Enroll	%
Community Educational Services	10	40	25%	NA	NA	NA	6	27	22%	NA	NA	NA	6	10	60%	NA	NA	NA
Jewish Vocational Service	131	200	66%	97	106	92%	72	130	55%	58	69	84%	72	131	55%	58	97	60%
Career Resources Dev. Ctr.	21	56	38%	NA	NA	NA	9	36	25%	NA	NA	NA	9	21	43%	NA	NA	NA
TBC-African Immig. & Ref. Res. Ctr	17	17	100%	20	15	133%	8	14	57%	8	12	67%	8	17	47%	8	20	40%
Catholic Charities/REAP	93	165	56%	85	122	70%	58	107	54%	45	70	64%	58	93	62%	45	85	53%
Refugee Transitions	NA	NA	NA	19	31	61%	NA	NA	NA	9	21	43%	NA	NA	NA	9	19	47%
TOTALS	272	478	57%	221	274	81%	153	314	49%	120	172	70%	153	272	56%	120	221	54%

VOCATIONAL TRAINING/VOCATIONAL ENGLISH-AS-A-SECOND-LANGUAGE

Subcontractor	Actual/Planned Enrollments						Actual/Planned Employment Entries						Employment Entry Rate °					
	FFY'97			FFY'98			FFY'97			FFY'98			FFY'97			FFY'98		
	Actual	Plan	%	Actual	Plan	%	Actual	Plan	%	Actual	Plan	%	EE	Enroll	%	EE	Enroll	%
Career Resources Dev. Ctr.	27	26	104%	38	52	73%	17	21	81%	19	47	40%	17	27	63%	19	38	50%
Catholic Charities/REAP	3	5	60%	NA	NA	NA	1	5	20%	NA	NA	NA	1	3	33%	NA	NA	NA
Jewish Vocational Service	31	31	100%	57	62	92%	15	25	60%	40	49	82%	15	31	48%	40	57	70%
TOTALS	61	62	98%	95	114	83%	33	51	65%	59	96	61%	33	61	54%	59	95	62%

INDIVIDUAL REFERRAL/ON-THE-JOB TRAINING

Subcontractor	Actual/Planned Enrollments						Actual/Planned Employment Entries						Employment Entry Rate °					
	FFY'97			FFY'98			FFY'97			FFY'98			FFY'97			FFY'98		
	Actual	Plan	%	Actual	Plan	%	Actual	Plan	%	Actual	Plan	%	EE	Enroll	%	EE	Enroll	%
Catholic Charities/REAP	NA	NA	NA	17	15	113%	NA	NA	NA	4	12	33%	NA	NA	NA	4	17	24%

ACCULTURATION/SOCIAL ADJUSTMENT SERVICES

Subcontractor	Actual/Planned Enrollments						Actual/Planned Employment Entries						Employment Entry Rate °					
	FFY'97			FFY'98			FFY'97			FFY'98			FFY'97			FFY'98		
	Actual	Plan	%	Actual	Plan	%	Actual	Plan	%	Actual	Plan	%	EE	Term	%	EE	Enroll	%
International Institute of S.F.	243	300	81%	247	147	168%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Refugee Transitions	95	100	95%	83	100	83%	4	0	∞	NA	NA	NA	NA	NA	NA	NA	NA	NA
TOTALS	338	400	85%	330	247	134%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Data are for the 12-month periods from October 1, 1997/1998 through September, 1998/1999.

° Employment Entries (EE)/Total Served

NA - Not Applicable

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DRAFT MINUTES OF THE REFUGEE COMMITTEE NOVEMBER 12, 1999

PRESENT:
Jack Fitzpatrick, Margi Dunlap, Patricia Erwin, Ann Lazarus

ABSENT:
Hyacinth Ahuruonye, Don Climent, Linda Davis, Mary Edington, Carmela Gold, Dolores Heaven, Louella Lee, Robert Rubin

The meeting was called to order by Jack Fitzpatrick, chairman at 3:15p.m. No quorum was established at this time.

Craig Martin reported that the PIC staff is recommending $2,000 requested by Third Baptist Church/AIRRC for the consultant to reconstruct their financial records for FFY'98. These funds may have to come from sources other than refugee, like the PIC Donated Funds Account.

Karen Hart reviewed the PIC staff recommendations for the carry forward Refugee Employment Social Services (RESS) and Targeted Assistance (TA) funds and the additional RESS funds to the current refugee subcontractors along with some set aside funds for Individual Referral (IR) and On the Job Training (OJT) activities. These funds could also be used for refugees who may need special training and services not available through the existing refugee subcontractors.

Ann Lazarus asked if there was any idea of what the refugee funding for San Francisco will look like for next year.

Karen responded that the cost of living is impacting the number of refugees settling in San Francisco, as well as an overall drop in the number of refugees entering California, and this will eventually effect the TA funds. RESS funds will decline as more refugees go off aid.

Karen reported that the State's Refugee Program Branch (RPB) visited the PIC to review the participant records and to check out the MIS. The State's RPB MIS person suggested the PIC consider revising the software program to allow reporting of multiple job entries for one refugee. Currently the PIC's program only allows for one job entry to be reported.

The RPB staff also made site visits of some of the refugee subcontractors and will probably return later this month to make a few more subcontractor visits.

Currently International Rescue Committee (IRC) serves as the Central Intake Point (CIP) and is using the BEST test to determine the English level of the refugees. However, many of the refugee subcontractors use the CASAS for assessing the refugees. After consulting with the RPB staff, Karen reported the State did not have a problem of using the SPL conversion table for the CASAS to avoid having the refugees being tested more than once for their English competency. She is waiting for a letter from them to confirm the oral discussion.

Jack indicated he would send out a letter to the members of the members of the committee regarding their attendance at the quarterly meetings so business can be conducted. It was noted that two of the quarterly meetings, including this one, did not have a quorum.

The meeting was adjourned at 3:45 p.m.

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MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE:** DECEMBER 3, 1999

FROM: KAREN HART, REFUGEE PROGRAM COORDINATOR

SUBJECT: BOARD OF SUPERVISORS' COMMITTEE MEETING

The agenda for the December 7th meeting of the Board of Supervisors' Housing and Social Policy Committee includes two PIC resolutions. The resolutions ask the Board to authorize the PIC to accept and expend the RESS Set Aside funds for services to link refugees to low income health programs and the Discretionary funds for services to older refugees. The meeting, at City Hall, Room 263, starts at 10:00 a.m. Our resolutions are second and third on the agenda.

cc: PIC Staff

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MEMORANDUM

TO: REFUGEE SERVICE PROVIDERS
REFUGEE COMMITTEE MEMBERS
OTHER INTERESTED PARTIES

Date: FEBRUARY 25, 2000

FROM: KAREN HART, REFUGEE PROGRAM COORDINATOR

SUBJECT: REFUGEE INFORMATION NETWORK (RIN) MEETING

On behalf of Jeanne Mellett, the Refugee Information Network Chair, I would like to invite all of you to the next RIN meeting. Attached is the agenda for the meeting. The State Refugee Program Analyst for San Francisco, Jay Nelson, will be speaking on projected refugee arrivals in the coming year, anticipated formula allocations, and discretionary funds.

It is anticipated that a Notice of Availability of Discretionary Funds will be issued by the federal Office of Refugee Resettlement (ORR) in late April or early May. The State Refugee Programs Branch will submit a single State application to ORR, and is contemplating accepting only one proposal from each refugee-impacted county for these funds.

I hope all interested parties and refugee community members can join us at the RIN meeting to discuss these issues. Please call me if you have any questions.

Attachment

cc: Jay Nelson, RPB
PIC Staff

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REFUGEE INFORMATION NETWORK
447 SUTTER STREET, SUITE 428
SAN FRANCISCO, CA. 94108
415-989-2151/955-8520

San Francisco Refugee Information Network
Thursday, March 2, 2000
1650 Mission St., 2d Floor, Rooms 4 & 5
3:30-5:00PM

Meeting Agenda

I. Jay Nelson
Refugee Programs Branch
Topic: Current State of Refugee arrivals; available formula and discretionary funds for programs serving refugees.

II. General Announcements

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FAX: 415-989-2153

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NOTICE of a PUBLIC MEETING
of the
REFUGEE COMMITTEE

DATE:	Monday, April 24, 2000
TIME:	2:00 – 4:00 P.M.
LOCATION:	1650 Mission Street 2nd floor, room 5

Agenda

1. Adoption of the agenda *
2. Approval of minutes for the Refugee Committee's November 12, 1999 meeting (enclosed) *
3. Update on the Office of Refugee Resettlement Final Rule (oral presentation)
4. Update on FFY 2000 TA discretionary grant proposals (oral presentation)
5. Review of subcontractor performance (enclosed)
   a. Bosnian Community Health Outreach Program
   b. Senior Refugee Collaborative
   c. Acculturation and Employment Services Programs
6. Discussion of need for FFY 2000 Request For Proposals (oral presentation) *
7. Public testimony on non-agenda items
8. Adjournment

* May require Committee action

Issued 4/14/00

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(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415-554-6083.

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MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE:** APRIL17, 2000

FROM: PAMELA S. CALLOWAY, PRESIDENT

SUBJECT: REVIEW OF THE BOSNIAN HEALTH OUTREACH PROGRAM

BACKGROUND

The PIC is augmenting the Refugee Community Health Outreach Program (RCHOP), run by the Newcomers Health Program (NHP) of the San Francisco Department of Public Health and International Institute of San Francisco (IISF), with funds that the federal Office of Refugee Resettlement (ORR) set aside for health outreach activities. RCHOP's goal is to provide the support necessary to enroll Bosnian refugees in low income health programs.

PROGRAM ACTIVITIES AND ACCOMPLISHMENTS

NHP began recruitment in the summer of 1999 for a part-time Bosnian Community Health Outreach Worker (CHOW). The IISF Executive Director, the NHP Program Manager and NHP Health Educator interviewed six candidates in early September. They hired Darko Micic, a refugee from Bosnia, who began work on October 1, 1999, funded at 50% time through this grant.

Through this grant, NHP staff are collaborating with the Women, Infants, and Children's (WIC) program office at San Francisco General Hospital, which is the primary WIC site for Bosnians in San Francisco. Since December 6, 1999, the CHOW has been providing interpretation for Bosnians on Monday mornings on a bi-weekly basis, setting up appointments, providing follow-up, greeting and processing WIC clients. He has established a very positive working relationship with the WIC staff and clients, has assisted 10 Bosnian-speaking WIC clients and has translated appropriate client information materials. Four WIC materials have been translated and typeset: a Services and Referral Guidelines brochure, a "Welcome to WIC" introductory letter, a Certification Appointment letter, and a Participation Information sheet. These materials will be distributed statewide for use at other WIC sites.

The number of Bosnian clients served to date at WIC is lower than anticipated. PIC set a goal to refer 100 clients to WIC, but through these first six months, only 10 have been assisted. This is possibly due to several reasons:

- many Bosnians are being resettled in other counties;
- the families coming in have children over five years of age;

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- women coming in to the Refugee Medical Clinic (RMC) at San Francisco General Hospital (SFGH) are not having babies or they or their children are getting onto WIC right away;
- or, many RMC patients under 18 years old may already be on MediCal.

A recent mailing of outreach flyers through International Rescue Committee's (IRC) database and other NHP health education activities in the Bosnian community should result in greater awareness of health resources and interpretation assistance available. For example, a mother who received an IRC mailing with the outreach flyer recently called Darko to apply for Healthy Families. When her family went off public assistance, her two children were dropped from MediCal, but she could not afford the premiums from her employer's insurance plan.

PIC is also providing information and enrollment assistance for Healthy Families. Darko Micic attended a *Healthy Families Application Assistant Training* on November 10, 1999. It was organized by the San Francisco Health Plan and conducted by a trainer from Richard Heath and Associates. Darko Micic attends meetings organized for the assistants to network, receive updates and share outreach information.

He has also developed the bilingual outreach flyer mentioned above, which is distributed by IRC of San Francisco. Through a database of Bosnian refugees, who IRC helped to resettle, the flyer will reach approximately 500-800 Bosnians in the Bay Area. The flyer was also distributed to interested counties, which will place their own contact information on it for outreach efforts.

At RMC, San Francisco Department of Public Health and Refugee Health Assessment Program staff collaborate to conduct outreach to refugee patients at RMC and conduct in-service training workshops for NHP staff. Darko Micic fills in as needed for Bosnian interpretation at RMC. In addition, he has accompanied a public health nurse on five home visits to provide Bosnian interpretation.

Staff will be available at your April 24th meeting if you have any questions about this report.

cc: Jay Nelson, CDSS
Refugee Subcontractors
PIC Staff

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MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE:** APRIL17, 2000

FROM: PAMELA S. CALLOWAY, PRESIDENT

SUBJECT: REVIEW OF THE SENIOR REFUGEE COLLABORATIVE PROGRAM

BACKGROUND

PIC's Senior Refugee Collaborative is comprised of Jewish Family and Children's Services, International Institute, and Richmond Area Multi-Services. This collaborative provides comprehensive supportive and social services to disadvantaged refugee seniors, age 60 and above, to enable them to more fully utilize existing mainstream senior services, to increase their level of self-sufficiency and to integrate into the community.

The Collaborative's services include: outreach, information and referral, case management, translation and interpretation, escort and transportation, community center-based adult programs, health education, legal and naturalization, mental health, and volunteer-based in-home assistance. Through their combined efforts, the Collaborative provides linguistically and culturally-accessible services to San Francisco's major refugee populations, including those from the former Soviet Union (FSU), Bosnia, Vietnam (including Sino-Vietnamese refugees), Cambodia, Eritrea, Iran, and Iraq. The Collaborative expands existing programs, fills in gaps to complement existing services, and further develops working relationships with the State Agency on Aging, San Francisco Commission on Aging, and county health and social service providers.

PERFORMANCE

The attached spreadsheet documents that the Collaborative is exceeding most of its goals for the first six months of the program year. Please note that seniors have expressed much more interest in and need for health education, and less interest in transportation than had been originally projected. The Collaborative has doubled its health education goal for the next program year, and has expressed confidence that with increased awareness of the program, and specifically of its transportation services, more seniors will seek those services.

Staff will be available at your April 24th meeting if you have any questions.

Attachment

cc: Jay Nelson, CDSS
Darrick Lam, COA
Refugee Subcontractors
PIC Staff

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SAN FRANCISCO SENIOR REFUGEE COLLABORATIVE GOALS AND OUTCOMES
OCTOBER 1, 1999 - MARCH 31, 2000

ACTIVITY	JFCS	II	RAMS	SUBTOTAL	CO. GOAL*	DIFFERENCE
OUTREACH/ INFORMATION & REFERRAL	681	200	240	1,121	1050	71
CASE MANAGEMENT	90	15	14	119	54	65
COMMUNITY CENTER-BASED ADULT PROGRAMS	61	25	NA	86	68	18
HEALTH & NUTRITION EDUACATION & PROMOTION	189	800	45	1,034	357	677
ESCORT & TRANSPORTATION	25	10	NA	35	75	-40
LEGAL SERVICES/ NATURALIZATION	116	61	10	187	126	61
INTERPRETATION AND TRANSLATION SERVICES	152	50	55	257	142	115
CRISIS INTERVENTION/ MENTAL HEALTH SERVICES	69	NA	26	95	32	63
VOLUNTEER-BASED IN-HOME ASSISTANCE	19	15	NA	34	35	-1

*Semi-annual County goals (March 31, 2000) represent one half of yearly goals.

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MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE:** APRIL17, 2000

FROM: PAMELA S. CALLOWAY, PRESIDENT

SUBJECT: REVIEW OF REFUGEE ACCULTURATION AND EMPLOYMENT SERVICES PROGRAMS' PERFORMANCE FOR THE FIRST SIX MONTHS OF FFY 1999

BACKGROUND

The federal Office of Refugee Resettlement (ORR) previously implemented an Annual Performance Plan for all counties operating refugee employment service programs funded with Targeted Assistance (TA) and Refugee Employment Social Services (RESS) funds. The Annual Performance Plan includes six performance measures:

- Entered Employment (full/part time);
- Cash Assistance Terminations due to Earnings;
- Cash Assistance Reductions due to Earnings;
- Average Hourly Wage at Placement;
- Employment Retention; and
- Entered Employment with Health Benefits.

The ORR has stipulated that its goal is to see continuous improvement in each of these performance measures each year.

The State's Refugee Programs Bureau (RPB) requires that each county receiving these funds assures that its providers achieve at least 65% of their performance outcomes. Progress reports on each provider must be submitted every six months. If analysis indicates that any provider is achieving less than 65% of its goals for that time period, the county must describe in its report the action that will be taken to improve the level of performance. PIC staff will ask applicable subcontractors to detail, in writing, what steps will be taken to improve performance; however, it is important to review our subcontractors' performance within the context of systemic issues that continue to effect overall county performance.

ISSUES

The number of Refugee Cash Assistance (RCA) clients who are required by law to enroll in our refugee funded programs continues to be very small in San Francisco

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County. The February 2000 Department of Health Services MEDS File Report indicates that there are only 30 RCA cases. The report also shows that there are only 328 refugees in this Country for 60 months or less who are receiving Temporary Assistance for Needy Families (TANF). This compares with 30 RCA cases and 540 TANF cases at this time last year. Two years ago there were 80 RCA cases and 745 TANF cases.

Although clients receiving RCA are required to enroll in our refugee-funded programs, the TANF recipients have a choice of programs through CalWORKs. PIC and subcontractors' staffs are continuing to do extensive recruitment and dissemination of refugee employment program information to DHS staff and throughout the refugee community.

In addition, the number of refugee arrivals continues to drop. In FFY 1995, according to ORR data, 1,540 refugees arrived in San Francisco; in FFY 1999, there were only 487, which is 31.6% of the number of arrivals five years ago. Many of the refugees cannot afford the extremely high housing costs in San Francisco.

PROGRAM PERFORMANCE

The first three attached tables provide the subcontractors' performance from October 1, 1999 through March 31, 2000. Summary data from last fiscal year, October 1, 1998 – September 30, 1999 are shown in Table 4 for comparative purposes.

The tables are grouped by activity Employment Services (ES)/Individual Referral (IR)/Vocational Training (VT). Table 3 shows a comparison of the summary data for the ES/VT/IR activities. PIC subcontractors are at 93% of the March 31 ES enrollment goal, 66% of the VT goal, 107% of the IR goal, and at 101% of the acculturation/social adjustment services enrollment goal.

Overall, PIC is at 85% of the employment programs' enrollment goal, but has only achieved 62% of the overall placement goal for the end of March. The subcontractors have to do extensive and time-consuming outreach to try and meet enrollment goals, and this may negatively impact the time remaining to devote to placement activities. Subcontractors must, however, find a way to balance the two to ensure goals are met.

Employment Services (ES)

Jewish Vocational Service's (JVS) programs have the best enrollment and placement statistics at this time. The program for refugees 50 years and older is the only program exceeding both its enrollment and placement goals. The Catholic Charities' Refugee Employment Assistance Program (REAP) is at the 65% threshold for enrollments and is below 65% for placements; REAP needs to increase placements, but not lose sight of the enrollment goal. Refugee Transitions (RT) ES program has dramatically improved its enrollment rate compared to last year when it struggled. RT needs to increase

placements, however. The African Immigrant & Refugee Resource Center (AIRRC) needs to increase both enrollments and placements.

Individual Referral/On-the-Job Training (IR/OJT)
After a slow start last year, REAP's IR/OJT program has met the enrollment goal for this program year. Most of the training lasts an average of four months, so placements will occur later in the program year. Two clients are enrolled in on-the-job training and the rest were individually referred to vocational classroom training programs.

Vocational Training (VT)
Unlike the ES programs, which accept clients throughout the year, the VT programs have training cycles and all of the programs should have all clients enrolled by March or April 2000. Two of the VT programs are focused on office training: Career Resources Development Center's (CRDC) Clerical/Medical program and JVS's Office Technology program. CRDC's program is in serious trouble as it is far behind in both enrollments and placements. JVS's program exceeded its goals for March, but has started its last cycle and does not yet have the 30 enrollments planned by the end of April. JVS's Certified Nursing Assistant (CNA) program is struggling to make enrollments. It is a small program with just five enrollments planned for the whole program year. While there were no enrollments in this program through March, there have been two in April so far. JVS's Computer-Assisted Drafting and Design (CAD) program also has not reached its enrollment goal.

Acculturation/Social Adjustment Services (A/SAS)
International Institute's (IISF) acculturation program is far exceeding its enrollment goal, but Refugee Transitions (RT) is only at 56% of the goal.

Since the program year is only six months old, data on other performance standards are sparse.

Staff will be available at your April 24th meeting to answer any questions you may have.

Attachments

cc: Jay Nelson, CDSS
Teresa Joseph, DHS
Refugee Subcontractors
PIC Staff

TABLE 1

REFUGEE PROGRAM PERFORMANCE SUMMARY
OCTOBER 1, 1999 TO MARCH 31, 2000

AGENCY/ ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN*	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
REAP-ES	26	40	65%	10	25	40%	4	41	10%	5	10	50%	1	0	∞	4	6	67%	$9.28
AIRRC-ES	5	9	56%	0	4	0%	0	6	0%	0	0	NA	0	0	NA	0	0	NA	NA
JVS-ES	34	34	100%	18	21	86%	10	19	53%	5	0	∞	6	0	∞	3	0	∞	$8.47
JVS-ES-OLDER	27	16	169%	7	6	117%	3	4	75%	2	0	∞	1	0	∞	2	0	∞	$9.52
RT-ES	16	17	94%	5	9	56%	1	11	9%	2	3	67%	2	5	40%	2	4	50%	$7.00
TOTAL (ES)	**108**	**116**	**93%**	**40**	**65**	**62%**	**18**	**81**	**22%**	**14**	**13**	**108%**	**10**	**5**	**200%**	**11**	**10**	**110%**	**$8.67**
REAP-IR/OJT	30	28	107%	1	0	∞	1	20	5%	0	NA	NA	0	NA	NA	1	0	∞	$7.50
TOTAL (IR/OJT)	**30**	**28**	**107%**	**1**	**0**	∞	**1**	**20**	**5%**	**0**	**NA**	**NA**	**0**	**NA**	**NA**	**1**	**0**	∞	**$7.50**

* 12 MONTH PLAN

SUBCONTRACTOR KEY:
REAP - Catholic Charities Refugee Employment Assistance Program
AIRRC - African Immigrant & Refugee Resource Center
JVS - Jewish Vocational Service
RT - Refugee Transitions

ACTIVITY KEY:
ES - Employment Services
ES - OLDER - Employment Services for refugees 50 years of age and older
IR/OJT - Individual Training/On-the-Job Training

TABLE 1

REFUGEE PROGRAM PERFORMANCE SUMMARY
OCTOBER 1, 1999 TO MARCH 31, 2000

AGENCY/ ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN*	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
JVS-VT Cert Nurse Asst	0	5	0%	0	0	NA	0	2	0%	0	0	NA	0	0	NA	0	0	NA	NA
JVS-VT Computer Aid Draft	20	27	74%	0	0	NA	0	11	0%	0	0	NA	0	0	NA	0	0	NA	NA
JVS-VT Office Technology	23	15	153%	5	1	500%	1	12	8%	1	0	∞	0	0	NA	0	0	NA	$10.62
CRDC-VT Office/Med.	14	39	36%	1	10	10%	0	25	0%	0	0	NA	0	1	0%	1	0	∞	$10.00
TOTAL (VT)	**57**	**86**	**66%**	**6**	**11**	**55%**	**1**	**50**	**2%**	**1**	**0**	∞	**0**	**1**	**0%**	**1**	**0**	∞	**$10.52**
IISF-A/SAS	119	95	125%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
RT-A/SAS	28	50	56%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
TOTAL (A/SAS)	**147**	**145**	**101%**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**

* 12 MONTH PLAN

SUBCONTRACTOR KEY:
JVS - Jewish Vocational Service
CRDC - Career Resources Development Center
IISF - International Institute of San Francisco
RT - Refugee Transitions

ACTIVITY KEY:
VT - Vocational Training
A/SAS - Acculturation/Social Adjustment Services

TABLE 3
REFUGEE PROGRAM ACTIVITY COMPARISON
OCTOBER 1, 1999 TO MARCH 31, 2000

ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN*	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
ES	**108**	**116**	**93%**	**40**	**65**	**62%**	**18**	**81**	**22%**	**14**	**13**	**108%**	**10**	**5**	**200%**	**11**	**10**	**110%**	**$8.67**
IR / OJT	**30**	**28**	**107%**	**1**	**0**	**∞**	**1**	**20**	**5%**	**0**	**0**	**NA**	**0**	**0**	**NA**	**1**	**0**	**∞**	**$7.50**
VT	**57**	**86**	**66%**	**6**	**11**	**55%**	**1**	**50**	**2%**	**1**	**0**	**∞**	**0**	**1**	**0%**	**1**	**0**	**∞**	**$10.52**
GRAND TOTAL ES, IR, OJT, VT	**195**	**230**	**85%**	**47**	**76**	**62%**	**20**	**151**	**13%**	**15**	**13**	**115%**	**10**	**5**	**200%**	**13**	**10**	**130%**	**$8.88**

* 12 MONTH PLAN

TAB 4

REFUGEE PROGRAM PERFORMANCE SUMMARY
OCTOBER 1, 1998 TO DECEMBER 31, 1999

AGENCY/ ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
REAP-ES	73	61	120%	41	40	103%	13	26	50%	31	19	163%	14	5	280%	20	35	57%	$7.66
REAP-ES-OLDER	12	61	20%	4	30	13%	0	26	0%	3	16	19%	0	5	0%	4	25	16%	$6.38
AIRRC-ES	20	15	133%	8	12	67%	5	6	83%	5	10	50%	0	2	0%	1	10	10%	$7.25
JVS-ES	70	71	99%	49	53	92%	30	19	158%	41	23	178%	17	19	89%	11	34	32%	$9.24
JVS-ES-OLDER	27	35	77%	9	16	56%	1	4	25%	8	8	100%	1	5	20%	5	11	45%	$7.53
RT-ES	19	31	61%	9	21	43%	3	10	30%	6	15	40%	2	5	40%	6	16	38%	$11.81
TOTAL (ES)	**221**	**274**	**81%**	**120**	**172**	**70%**	**52**	**91**	**57%**	**94**	**91**	**103%**	**34**	**41**	**83%**	**47**	**131**	**36%**	**$8.54**
REAP-IR/OJT	17	15	113%	13	12	108%	6	10	60%	7	7	100%	1	0	∞	3	12	25%	$13.00
TOTAL (IR/OJT)	**17**	**15**	**113%**	**13**	**12**	**108%**	**6**	**10**	**60%**	**7**	**7**	**100%**	**1**	**0**	∞	**3**	**12**	**25%**	**$13.00**

SUBCONTRACTOR KEY:
REAP - Catholic Charities Refugee Employment Assistance Program
AIRRC - African Immigrant & Refugee Resource Center
JVS - Jewish Vocational Service
RT - Refugee Transitions

ACTIVITY KEY:
ES - Employment Services
ES - OLDER - Employment Services for refugees 50 years of age and older
IR/OJT - Individual Training/On-the-Job Training

TABLE 4 CONTINUED

REFUGEE PROGRAM PERFORMANCE SUMMARY
OCTOBER 1, 1998 TO DECEMBER 31, 1999

AGENCY/ ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
JVS-VT Cert Nurse Asst	5	5	100%	4	4	100%	2	2	100%	3	3	100%	1	1	100%	0	3	0%	$9.56
JVS-VT Computer Aid Draft	27	27	100%	18	21	86%	9	12	75%	14	14	100%	0	6	0%	9	14	64%	$14.48
JVS-VT Office Technology	25	30	83%	18	24	75%	9	8	113%	13	16	81%	5	8	63%	2	16	13%	$11.31
CRDC-VT Office/Med.	38	52	73%	19	47	40%	8	25	32%	14	20	70%	3	5	60%	4	42	10%	$9.08
TOTAL (VT)	**95**	**114**	**83%**	**59**	**96**	**61%**	**28**	**47**	**60%**	**44**	**53**	**83%**	**9**	**20**	**45%**	**15**	**75**	**20%**	**$11.44**
IISF-A/SAS	247	147	168%	0	5	0%	0	3	0%	0	NA	NA	0	3	0%	0	2	0%	NA
RT-A/SAS	83	100	83%	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
TOTAL (A/SAS)	**330**	**247**	**134%**	**0**	**5**	**0%**	**0**	**3**	**0%**	**0**	**NA**	**NA**	**0**	**3**	**0%**	**0**	**2**	**0%**	**NA**

SUBCONTRACTOR KEY:
JVS - Jewish Vocational Service
CRDC - Career Resources Development Center
IISF - International Institute of San Francisco
RT - Refugee Transitions

ACTIVITY KEY:
VT - Vocational Training
A/SAS - Acculturation/Social Adjustment Services

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DRAFT MINUTES OF THE REFUGEE COMMITTEE MEETING OF APRIL 24, 2000

PRESENT:
Jack Fitzpatrick, Hyacinth Ahuruonye, Don Climent, Margi Dunlap, Carmela Gold, Dolores Heaven, Ann Lazarus, Louella Lee.

ABSENT:
Linda Davis, Mary Edington, Patricia Erwin, Robert Rubin.

The meeting was called to order by Jack Fitzpatick at 2:10 p.m.

Motion to accept the November 12, 1999 minutes.

Moved by Ann Lazarus and seconded by Hyacinth Ahuruonye.

AYES:	Hyacinth Ahuruonye, Don Climent, Margi Dunlap, Carmela Gold, Dolores Heaven, Ann Lazarus, Louella Lee.
NAYS:	None.
ABSTENTIONS:	None.

Ray Holland provided an update on the status of the Workforce Investment Act (WIA) that will replace the Job Training Partnership Act (JTPA). The exact structure of the entity that will be responsible for the employment and training services in San Francisco is still not known as the Governor has not made any formal announcement.

Ray also discussed the Eligible Training Providers List (ETPL) that is a requirement of the WIA. The ETPL is to provide the "customer" with information on the type of training offered. While this does not apply to the refugee funds, it may be advisable for the refugee employment and training providers to be on the ETPL.

Karen Hart provided an update on the refugee final rule, pointing out that the Office of Refugee Resettlement (ORR) is leaving flexibility to the states, and the State of California has decided to operate a publicly-run program based on TANF regulations, which should result in very little impact on San Francisco's refugee employment and training program array of services.

Karen went on to provide an update on the Targeted Assistance (TA) Discretionary Grants; approximately $4.9 million is currently available nationwide. Four proposals were submitted to the Private Industry Council of San Francisco, Inc. that were reviewed and hand-delivered by Karen to the Refugee Programs Branch in Sacramento.

Karen reported on the Bosnian health outreach program and that it has been doing well with a half-time Bosnian health outreach worker aiding Bosnian refugees to enroll in health programs for low income people. He is also translating health program forms into Bosnian and providing interpreter services.

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Karen reported on the refugee elderly program and that it too has been doing well, disseminating more information on health and nutrition than originally anticipated. Karen explained the difference between units of service and unduplicated counts.

Karen reported on the refugee employment and acculturation programs and responded to questions from the Committee members regarding the statistics provided in the PIC staff report. Any subcontractor achieving less than 65% of goal will need to provide some rationale as well as description of how they plan to achieve at least 65% of their proposed goals. Meeting enrollment goals continues to be problematic, and consequently Karen mentioned the possibility of requesting a waiver of ORR for the service of refugees who have been in this Country longer than five years. However, the only way ORR will consider a waiver would be to demonstrate that all of the eligible refugees who have been in this Country less than five years are being served.

Recognition was made to Jewish Vocational Service (JVS) for their ability to recruit and serve older refugees noting they also have the highest wage at placement.

The discussion on a possible Request For Proposals (RFP) for Federal Fiscal Year (FFY) 2000 centered on whether a new RFP should be issued. It was noted that there is still no funding announcement, even for the preliminary dollar amounts.

Motion to continue with the current program design unless there are federal and/or state changes that would have an impact on the current services being provided by the San Francisco refugee subcontractors.

Moved by Ann Lazarus and seconded by Hyacinth Ahuruonye.

AYES:	Hyacinth Ahuruonye, Carmela Gold, Dolores Heaven, Ann Lazarus, Louella Lee.
NAYS:	None.
ABSTENTIONS:	Don Climent, Margi Dunlap.

The meeting was adjourned at 3:10 p.m.

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NOTICE OF A PUBLIC MEETING
OF THE REFUGEE COMMITTEE

DATE:	Wednesday, July 26, 2000
TIME:	2:00 - 4:00 p.m.
LOCATION:	City College of S.F. 33 Gough Street Auditorium

PROPOSED AGENDA

Public testimony will be taken throughout the meeting

1. Adoption of an Agenda *
2. Approval of Minutes from the Committee's April 24 meeting (enclosed) *
3. Program Information Update (oral presentation)
4. Staff recommendations for FFY 2000 County Plan Goals (to be mailed) *
5. Staff recommendations for FFY 2000 subcontractor program funding (to be mailed) *
   - Discretionary Grant for Services to Older Refugees
   - Refugee Employment Social Services (RESS) Set Aside funds
   - Refugee Employment Social Services (RESS) and Targeted Assistance (TA) formula funds
6. President's Report (oral presentation)
7. Agenda Items for next Committee Meeting
8. Public testimony on non-agenda items
9. Adjournment

* May require action by the Committee

Issued Thursday, July 6, 2000

If you require special accommodation due to a disability, please call Roberta Fazande at 415-431-8700 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415-554-6083.

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MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE:** JULY 6, 2000

FROM: KAREN HART, REFUGEE PROGRAM COORDINATOR

SUBJECT: DISCRETIONARY GRANT FOR SERVICES TO ELDERLY REFUGEES

Attached for your information is a Refugee Coordinator Letter (RCL) from the State Refugee Programs Branch (RPB) notifying us that the State's application for continued funding has been approved by the federal Office of Refugee Resettlement (ORR). Also attached is a spreadsheet with county allocations. San Francisco's allocation is the same as it was last year.

Please call or email me (khart@picsf.org) if you have any questions.

Attachment

cc: Senior Refugee Collaborative (JFCS, IISF, RAMS)
PIC Staff

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STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
GRAY DAVIS, Governor
DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

June 27, 2000

REFUGEE COORDINATOR LETTER (RCL) NO. 00-17

To: County Refugee Coordinators

The federal Office of Refugee Resettlement recently notified the Refugee Programs Branch (RPB) that California's application for continuation funding, in the amount of $1.7 million, under the Discretionary Grant for Services to Elderly Refugees has been approved. The enclosed spreadsheet provides county allocations for projects funded under this grant. The allocation amounts, which remain the same as those in Federal Fiscal Year (FFY) 1999/2000, were determined according to the number of refugees aged 60 and over in each eligible county as a percentage of the total number of older refugees in all eligible counties. Data was obtained from the ORR data system and includes refugee arrivals into California during the period from 1983 to 1999. All refugee-impacted counties from which project proposals were received in FFY 1999/2000, in addition to two organizations providing services in counties not designated as refugee-impacted, were considered eligible.

Counties are again required to include, as an appendix to their County Refugee Services Plans, a brief (one- to two-page) description of the services to be provided with Elder Refugee Discretionary continuation funds. The project description must include measurable goals and outcomes (e.g., type of service(s) to be provided, number of elderly refugees to whom services will be provided, etc.). Counties should bear in mind that extensive coordination of activities among refugee service providers, mainstream providers of services to the elderly, and local Area Agencies on Aging (AAAs) is a condition of receipt of this grant. In addition, counties are reminded of the five areas identified as priorities for service under this grant. These include: 1) the provision of culturally appropriate meals, both at senior centers and for the homebound elderly; 2) translated information on mainstream programs and services for the elderly; 3) the provision of interpretation services necessary for accessing needed services; 4) the provision of transportation, and accompaniment, when appropriate, to senior centers, medical appointments and to meet social service needs; and 5) group seminars on available services.

In accordance with the enclosed Standard Terms and Conditions for this grant, Program Progress Reports are required on a semi-annual (every six months) basis. Reports should be submitted to the RPB according to the following schedule.

Reporting Period	Report Due
October 1, 2000 – March 31, 2001	April 20, 2001
April 1, 2001 – September 30, 2001	October 20, 2001
Final Report (Encompassing entire project)	December 1, 2001

It is imperative that all reports are complete and submitted in a timely manner as incomplete reports or untimely submittal could jeopardize future funding.

Upon review of the progress reports covering the first semi-annual reporting period, we have determined that more specific information on local coordination efforts is needed. Therefore, the reporting format for this grant is being modified to better collect this and other information. The revised format and reporting instructions will be transmitted in an upcoming RCL.

If you should have any questions regarding this information, please contact Phyllis Iwasaki, Manager of the Refugee Technical Services Bureau, at (916) 654-2387 or Brad Elftmann of her staff at (916) 654-7250.

Sincerely,

Phyllis Iwasaki for

Robert A. Barton, Chief
Refugee Programs Branch

Enclosures

FEDERAL FISCAL YEAR 2000/01
ALLOCATIONS TO COUNTIES OF CONTINUATION FUNDING
UNDER THE DISCRETIONARY GRANT FOR SERVICES OLDER REFUGEES

County	Allocation/Contract Number	Total County Allocation	County Administration Cost Allowance (at 5% Maximum)	Remainder for Services
Alameda	TARL0001	$ 78,556	$ 3,928	$ 74,628
Contra Costa	TARL0002	$ 26,472	$ 1,324	$ 25,148
Fresno	TARL0003	$ 46,675	$ 2,334	$ 44,341
Los Angeles	TARL0004	$ 669,713	$ 33,486	$ 636,227
Merced	TARL0005	$ 15,900	$ 795	$ 15,105
Orange	TARL0006	$ 194,731	$ 9,737	$ 184,994
Riverside[1]	J39054	$ 12,014	$ -	$ 12,014
Sacramento	TARL0007	$ 106,381	$ 5,319	$ 101,062
San Bernardino[1]	J39060	$ 15,524	$ -	$ 15,524
San Diego	TARL0008	$ 111,708	$ 5,585	$ 106,123
San Francisco	TARL0009	$ 210,999	$ 10,550	$ 200,449
San Joaquin	TARL0010	$ 27,087	$ 1,354	$ 25,733
Santa Clara	TARL0011	$ 174,733	$ 8,737	$ 165,996
Yolo	TARL0012	$ 9,507	$ 475	$ 9,032
Total		$ 1,700,000	$ 83,624	$ 1,616,376

Notes:

[1] Riverside and San Bernardino Counties are not designated as refugee-impacted counties; therefore, these funds will not flow through the county. They will be disbursed through a direct contract with the providers.

No funds for state administration costs are being taken on this grant.

Federal Grant Number: 90RL0041/02
Catalog of Federal Domestic Assistance Number: 93.576
Project Period: 9/30/99 - 9/29/01
Budget Period: 9/30/00 - 9/29/01

8/27/99

DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)
ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF)

STANDARD TERMS AND CONDITIONS -- DISCRETIONARY GRANTS

The attached Financial Assistance Award is subject to Federal legislation and to DHHS and ACF regulations and policies. These include the following:

1. For institutions of higher education, hospitals, other non-profit organizations, and commercial (for-profit) organizations, Title 45 of the Code of Federal Regulations (45 CFR) Part 74, *"Uniform Administrative Requirements for Awards and Subawards to Institutes of Higher Education, Hospitals, Other Non-Profit Organizations; and Commercial Organizations; and Certain Grants and Agreements with States, Local Governments and Indian Tribal Governments."* [http://www.hhs.gov/progorg/grantsnet/adminis/cfr45.html]

2. For States, local governments and Federally recognized Indian Tribes, 45 CFR Part 92, "*Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.*" [http://www.hhs.gov/progorg/grantsnet/adminis/cfr45.html]

3. Other DHHS regulations codified in Title 45 of the Code of Federal Regulations [http://www.hhs.gov/progorg/grantsnet/adminis/cfr45.html]:

Part 16 -	Procedures of the Departmental Grant Appeals Board
Part 30 -	Claims Collection
Part 46 -	Protection of Human Subjects
Part 76 -	Governmentwide Debarment and Suspension (Non-Procurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)
Part 80 -	Nondiscrimination Under Programs Receiving Federal Assistance through the DHHS Effectuation of Title VI of the Civil Rights Act of 1964
Part 81 -	Practice and Procedure for Hearings Under Part 80 of This Title
Part 84 -	Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance
Part 86 -	Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting From Federal Financial Assistance
Part 91 -	Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance
Part 93 -	New Restrictions on Lobbying
Part 100 -	Intergovernmental Review of DHHS Programs and Activities

4. 37 CFR Part 401 - Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements. [http://www.access.gpo.gov/nara/cfr/waisidx/37cfr401.html]

5. **The recipient organization must carry out the project according to the application as approved by the Administration for Children and Families (ACF), including the proposed work program and any amendments, all of which are incorporated by reference in these terms and conditions.**

6. If this is a multi-year project and it is not the final budget period, the grantee is advised that future awards for continuation of this project will be dependent upon the availability of Federal funds, satisfactory progress by the grantee, and ACF's determination that continued funding is in the best interest of the Federal government.

7. Grantees shall liquidate all obligations incurred under the award not later than 90 days after the end of the project period. The only exceptions to this rule are the basic Head Start grants with an indefinite project period. For these grants, liquidation of obligations should occur not later than 90 days after each budget period. In either case, an unobligated balance from a prior budget period does not authorize a grantee to obligate funds in excess of the total federally approved budget reflected on the FAA for the current budget period.

8. The DHHS Inspector General maintains a toll free number, **800-HHS-TIPS** (800-447-8477), for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Such reports are kept confidential, and callers may decline to give their names if they choose to remain anonymous. [http://www.dhhs.gov/progorg/oei/hotline/hhshot.html]

9. The grantee will take all necessary affirmative steps to ensure that small, minority and woman-owned business firms are utilized when possible as sources of supplies, services, equipment and construction. To the extent practicable, all equipment and products purchased with funds made available through this award should be American-made.

10. **Failure to submit reports (i.e., financial, progress, or other required reports) on time may be the basis for withholding financial assistance payments, suspension, termination or denial of refunding. A history of such unsatisfactory performance may result in designation of "high risk" status for the recipient organization and may jeopardize potential future funding from DHHS.**

11. Under Section 508 of Public Law 103-333, the following condition is applicable to all Federal awards:

    "When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) the percentage and dollar amount of total costs of the project or program that will be refinanced by nongovernmental sources."

12. Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children's Act of 1994 requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. [http://www.ed.gov/legislation/GOALS2000/TheAct/sec1043.html]

DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)
ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF)

STANDARD TERMS AND CONDITIONS -- DISCRETIONARY GRANTS

13. For purposes of this award each item of equipment with an acquisition cost of less than $5,000 is included under supplies, is allowable as a direct cost of this project, and does not require prior approval of the Grants Officer. Conversely, an item of equipment with an acquisition cost of $5,000 or more is NOT considered an allowable project cost without prior written approval of the Grants Officer.

14. The Grantee shall comply with all provisions of OMB Circular A-133 (revised June 24, 1997), "*Audits of States, Local Governments and Non-Profit Organizations.*" [http://www.whitehouse.gov/WH/EOP/OMB/html/circulars/a133/a133.html] Grantees that expend a total of $300,000 or more in federal funds are required to submit an annual audit within nine months after the end of the audit period. The Reporting Package should include: 1) SF-SAC-Data Collection Form for Reporting on Audits of States, Local Governments and Non-Profit Organizations [http://harvester.census.gov/sac/mstempl.html]; 2) Summary of prior audit findings; 3) Auditors reports; and 4) Corrective action plans. Copies of this Reporting Package are to be sent to: Single Audit Clearinghouse, Bureau of the Census, 1201 E. 10th Street, Jeffersonville, Indiana 47132.

15. Grantees shall comply with the particular set of federal cost principles that applies in determining allowable costs. Allowability of costs shall be determined in accordance with the cost principles applicable to the entity incurring the costs:

- The allowability of costs incurred by State, local or federally-recognized Indian tribal governments is determined in accordance with the provisions of OMB Circular A-87, "*Cost Principles for State and Local Governments.*" [http://www.whitehouse.gov/WH/EOP/OMB/html/circulars/a087/a087-all.html]
- The allowability of costs incurred by nonprofit organizations (except for those listed in Attachment C of Circular A-122) is determined in accordance with the provisions of OMB Circular A-122, "*Cost Principles for Nonprofit Organizations*" and paragraph (b) of 45 CFR §74.27. [http://www.whitehouse.gov/WH/EOP/OMB/html/circulars/a122/a122.html]
- The allowability of costs incurred by institutions of higher education is determined in accordance with the provisions of OMB Circular A-21, "*Cost Principles for Educational Institutions*: [http://www.whitehouse.gov/WH/EOP/OMB/html/circulars/a021/a021.html]
- The allowability of costs incurred by hospitals is determined in accordance with the provisions of Appendix E of 45 CFR Part 74, "*Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals.*"
- The allowability of costs incurred by commercial organizations and those non-profit organizations listed in Attachment C to Circular A-122 is determined in accordance with the provisions of the federal Acquisition Regulation (FAR) at 48 CFR Part 31, except that independent research and development costs are unallowable.

SEMI-ANNUAL PERFORMANCE REPORT COVER SHEET

1. Grant Number:_____

2. Grantee's Name and Address:_____

3. Telephone Number:_____

4. Project Title:_____

5. Approved Project Period:_____

6. Period Covered By Report: (Check One)

First Semi-Annual	____	09/30/2000 - 03/29/2001
Second Semi-Annual	____	03/30/2001 - 09/29/2001
Final Report	____	09/30/1999 - 09/29/2001

7. Principal Investigator's Name and Telephone Number:_____

_____

8. Authorized Representative's Name and Telephone Number:_____

_____

9. Date of Report:_____

10. Name of Federal Project Office:_____

11. Date Reviewed by Federal Project Officer:_____

12. Comment (if any):_____

_____

_____

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NOTICE OF A PUBLIC MEETING
OF THE REFUGEE COMMITTEE

DATE:	Wednesday, July 26, 2000
TIME:	2:00 - 4:00 p.m.
LOCATION:	City College of S.F. 33 Gough Street Auditorium

REVISED AGENDA

Public testimony will be taken throughout the meeting

1. Adoption of an Agenda *
2. Approval of Minutes from the Committee's April 24 meeting (previously mailed) *
3. Discussion of S.F. Sunshine Ordinance/Conflict of Interest Code and Statement (oral presentation)
4. Refugee Program Information Update (oral presentation)
5. Staff recommendations for FFY 2000 County Plan Goals and subcontractor program funding (enclosed) *
   - Discretionary Grant for Services to Older Refugees
   - Refugee Employment Social Services (RESS) Set Aside funds
   - Refugee Employment Social Services (RESS) and Targeted Assistance (TA) formula funds
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Issued Wednesday, July 19, 2000

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PRIVATE INDUSTRY COUNCIL
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MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE:** JULY 18, 2000

FROM: PAMELA S. CALLOWAY, PRESIDENT

SUBJECT: STAFF RECOMMENDATIONS FOR FFY 2000 DISCRETIONARY GRANT FUNDS FOR SERVICES TO ELDERLY REFUGEES

The Refugee Committee is asked to approve an expenditure plan and County Plan goals for Federal Fiscal Year (FFY) 2000 Discretionary Grant Funds for Services to Older Refugees.

Background
On March 10, 2000, we received notice from the California Department of Social Services' Refugee Programs' Branch (RPB) informing us that the federal Office of Refugee Resettlement (ORR) had announced availability of FFY 2000 discretionary funding for the continuation of elderly refugee grant projects. The funding is available on a non-competitive basis to continue projects that were awarded funding in FFY 1999. The State required counties to submit requested information for the continuation application by March 29, 2000; this PIC did.

A semi-annual FFY 1999 review of the discretionary grant-funded San Francisco Senior Refugee Collaborative, comprised of Jewish Family & Children's Services (JFCS), International Institute of San Francisco (IISF), and Richmond Area Multi-Services (RAMS) was conducted and reported at the April 24, 2000 Refugee Committee meeting. That review showed that the Collaborative was meeting or exceeding all but one of its goals (Escort & Transportation).

On July 5, 2000, we received official notification from the RPB of San Francisco's discretionary grant amount, which is the same as in FFY 1999: $210,999 ($200,449 for program services and $10,550 for PIC administration).

Recommendations
PIC staff recommend continued funding for the San Francisco Senior Refugee Collaborative with the available discretionary funds.

PIC Staff also recommend the following goals for the discretionary funds as part of the Refugee County Plan. These goals are the same as in FFY 1999, with the exception of the Health & Nutrition Education and Promotion goal, which is double the FFY 1999

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goal, due to the interest older refugees have shown in obtaining health education information.

ACTIVITY	CO. GOAL
OUTREACH/ INFORMATION & REFERRAL	2100
CASE MANAGEMENT	108
COMMUNITY CENTER-BASED ADULT PROGRAMS	137
HEALTH & NUTRITION EDUCATION & PROMOTION	1430
ESCORT & TRANSPORTATION	150
LEGAL SERVICES/ NATURALIZATION	252
INTERPRETATION AND TRANSLATION SERVICES	284
CRISIS INTERVENTION/ MENTAL HEALTH SERVICES	64
VOLUNTEER-BASED IN-HOME ASSISTANCE	71

Staff will be available at your July 26th meeting to answer any questions you may have.

cc: All Refugee Subcontractors
Jay Nelson, CDSS/RPB
PIC Staff

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MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE:** JULY 18, 2000

FROM: PAMELA S. CALLOWAY, PRESIDENT

SUBJECT: STAFF RECOMMENDATIONS FOR FFY 2000 REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) SET ASIDE FUNDS

The Refugee Committee is asked to approve an expenditure plan and County Plan goals for Federal Fiscal Year (FFY) 2000 Refugee Employment Social Services (RESS) Set Aside funds.

Background
The PIC is currently augmenting the Refugee Community Health Outreach Program (RCHOP), run by the Newcomers Health Program (NHP) of the San Francisco Department of Public Health and International Institute of San Francisco (IISF), with funds that the federal Office of Refugee Resettlement (ORR) set aside for health outreach activities. RCHOP's goal is to provide the support necessary to enroll Bosnian refugees in low income health programs.

A semi-annual FFY 1999 review of the program was conducted and reported at the April 24, 2000 Refugee Committee meeting. That review showed that the program was meeting or exceeding most goals; however, the number of Bosnian clients served at WIC was lower than anticipated. PIC set a goal to refer 100 clients to the Women's, Infants, and Children's (WIC) program, but through March, only 10 were assisted. That number has now risen to 30 through June. All eligible Bosnian clients seen at the Refugee Medical Clinic are referred to WIC. As we discussed during your April meeting, lower referral numbers may be due to several factors:

- many Bosnians are being resettled in other counties;
- the families coming in have children over five years of age;
- women coming in to the Refugee Medical Clinic (RMC) at San Francisco General Hospital (SFGH) are not having babies or they or their children are getting onto WIC right away;
- or, many RMC patients under 18 years old may already be on MediCal.

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On June 15, 2000, we received preliminary RESS funding allocations from the RPB. San Francisco's RESS Set Aside amount is $25,170: $21,394 for program services and $3,776 for PIC administration.

Recommendations
PIC staff recommend continued funding for the Refugee Community Health Outreach Program with the available RESS Set Aside funds.

PIC Staff also recommend the following goals for the RESS Set Aside funds as part of the Refugee County Plan:

1. Provide information and referral services to at least 300 Bosnian refugees on public health and social service programs, including WIC and Healthy Families.

2. Refer 100% of Bosnian children under five years old and eligible Bosnian women seen at the Refugee Medical Clinic to WIC.

3. Provide follow-up services and enrollment assistance to 100% of Bosnians referred to WIC, and provide on-going interpretation services to non English-speaking Bosnian WIC clients.

4. Assist 100% of eligible and interested Bosnian refugees in the enrollment process for Healthy Families.

5. Translate, typeset and produce master copy of a healthy eating brochure for Bosnian WIC clients. Coordinate its distribution to 3-5 agencies that serve Bosnian refugees.

6. Provide interpretation and follow-up services for all Public Health Nurse visits to Bosnian perinatal patients.

Staff will be available at your July 26th meeting to answer any questions you may have.

cc: All Refugee Subcontractors
Jay Nelson, CDSS/RPB
PIC Staff

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MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE:** JULY 18, 2000

FROM: PAMELA S. CALLOWAY, PRESIDENT

SUBJECT: STAFF RECOMMENDATIONS FOR FFY 2000 REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) AND TARGETED ASSISTANCE (TA) FORMULA FUNDS

The Refugee Committee is asked to approve County Plan goals and an expenditure plan for Federal Fiscal Year (FFY) 2000 Refugee Employment Social Services (RESS) and Targeted Assistance (TA) formula funds.

Funding
At your April 24, 2000 Committee meeting, PIC staff reported that we had not yet received any FFY 2000 funding information. Subsequently we received notification of preliminary TA and RESS formula funds. The table below shows the FFY 2000 preliminary funding and the FFY 1999 preliminary and final allocations.

	1999 Preliminary	1999 Final	2000 Preliminary	2000 Final
TA	$869,075	$868,405	$714,780	?
RESS	$300,937	$410,041	$193,354	?
TOTAL	$1,170,012	$1,278,446	$908,134	?

County Plan Goals
Also at your April 24th meeting, the Committee approved staff's recommendation to make no substantial changes to the refugee program design or County Plan. The goals, however, need to be revised to reflect the proposed funding.

The following table contains proposed FFY 2000 goals and the State-approved FFY 1999 goals. The proposed FFY 2000 enrollment goal of 278 matches the service level proposed by the agencies recommended for funding. The remaining goals are estimates based upon historical data of whom we have served and their outcomes. We recommend raising our goals in three areas:

- Entered Employment (raise from 55% to 57%)
- Average wage (from $8.00 to $8.50)
- Entered Employment with Health Benefits Rate (raise from 50% to 75%)

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	FFY 1999	FFY 2000
Caseload	380	278
Employment Entry Rate	55%	57%
Cash Assistance Termination Rate	60%	60%
Cash Assistance Reduction Rate	40%	40%
Average Hourly Wage	$8.00	$8.50
Employment Retention Rate (90 days)	75%	75%
Entered Employment with Health Benefits Rate	50%	75%

The County Plan and goals will have to be revised when we receive final notices of funding and when we are able to determine the amount of carry-forward funds. We will make additional recommendations to the Committee at that time.

Target Population
Staff recommends that the target population mirror the attached one and five-year arrival and service information from the Central Intake Point (Attachment 1).

Subcontractor Funding Recommendations
The FFY 2000 preliminary funds are 22% less [$261,878 ($222,596 for programs; $39,282 for PIC Administration)] than the past fiscal year. Attachment 2 shows:

- the agencies and activities,
- total amount of funds requested by them,
- initial funding recommendations this past year,
- current subcontractor funding, and
- staff recommendations for program funding starting October 1, 2000.

Because of the substantial decrease in available funds, staff recommends funding decreases for most programs. Since fewer refugees can be served with the reduced funds, the Central Intake Point (CIP) costs should decrease proportionately, and that is reflected in a recommended 22% decrease for the International Rescue Committee (IRC). Supportive services (subsidized transportation and childcare, etc. for the clients) is recommended for a 23% reduction. Only two programs are being recommended for the same amount of funds as they initially received in FFY 1999:

- International Institute's acculturation program. It is exceeding its enrollment goal for the second year in a row; and
- Jewish Vocational Service's (JVS) Office Technology and Communication (OTC) program. It is currently exceeding its placement goal, and placed 72% of its enrollees last year.

In addition, staff is not recommending funding for two programs currently funded:

- Career Resources Development Center's (CRDC) Clerical/Medical program, and
- JVS's Certified Nursing Assistant (CNA) program. See *Program Performance* section below for details.

In formulating our recommendations, PIC staff took many things into account, including, first and foremost, the needs of the refugees, as evidenced by their enrollment in program activities. Also, we considered program performance, especially placement statistics. In considering decreases in funding, staff was sensitive to the fact that small employment programs, such as Refugee Transitions (RT) and the African Immigrant and Refugee Resource Center (AIRRC) are at their minimum thresholds for viability. However, staff is recommending funding decreases for those programs because they did not meet their goals last year, and are not meeting their current goals.

Program Performance

A semi-annual program performance review was discussed at your last Committee meeting on April 24th. Subsequent to that meeting, PIC staff requested corrective action plans from programs that were not achieving at least 65% of their enrollment and/or placement goals. These programs included:

- Catholic Charities Employment Services (ES) program
- Refugee Transitions' (RT) A/SAS (acculturation) program
- RT's ES program
- African Immigrant & Refugee Resource Center's (AIRRC) ES program
- Career Resources Development Center's (CRDC) ES program, and
- JVS's CNA program

The attached Table 1 provides updated subcontractor performance statistics from October 1, 1999 through June 30, 2000. Table 2 shows a current overall activity comparison. Table 3 provides 9-month program performance statistics from October 1, 1998 through June 30, 1999, as requested by the Committee at its last meeting. Table 4 includes full fiscal year data from October 1, 1998 – December 31, 1999.

Employment Services (ES)

Jewish Vocational Service's (JVS) programs still have the best enrollment and placement statistics at this time. The Catholic Charities' Refugee Employment Assistance Program (REAP) has the poorest performance statistics for enrollments and placements in the ES activity. Refugee Transitions' (RT) and the African Immigrant & Refugee Resource Center's (AIRRC) ES programs are at slightly more than half of their June goal for placements.

Individual Referral/On-the-Job Training (IR/OJT)

REAP's IR/OJT program is at 50% of its June placement goal. Most of its enrollees are still in training. It's statistics for last year are excellent (94% placement rate), and it has a waiting list for next year.

Vocational Training (VT)

Unlike the ES programs, which accept clients throughout the year, the VT programs have training cycles and all of the programs should have had all clients enrolled by March or April 2000, but none of them did. Two of the VT programs are focused on office training: Career Resources Development Center's (CRDC) Clerical/Medical

program and JVS's Office Technology program. CRDC's program has struggled with enrollments since its third cycle last year and this has continued into this year. It does not have any referrals from the Department of Human Services, and is far behind in its placements, achieving only 19% of its June goal. JVS's program is still exceeding its placement goal.

JVS's Certified Nursing Assistant (CNA) program is still struggling to make enrollments. It did not have any enrollments until April, and still does not have the five planned. JVS's Computer-Assisted Drafting and Design (CAD) program also has not reached its enrollment goal; however, it is exceeding its placement goal at this time.

Acculturation/Social Adjustment Services (A/SAS)
International Institute's (IISF) acculturation program is still exceeding its enrollment goal, and Refugee Transitions' (RT) is still at only slightly more than half of its enrollment goal.

Other Issues for Committee Consideration

- Staff anticipates that the funding reduction will not totally be offset by carry forward FFY 1999 funds.
- What should the priorities be for carry forward funds? It is anticipated that the amount of funds recommended for supportive services will be insufficient; consequently staff recommends some of the carry forward funds be used to replenish that pool.
- Should San Francisco continue to fund acculturation programs, or in the future, should we fund only employment programs with the shrinking dollars?

Staff will be available at your July 26th meeting to discuss these issues and answer any questions you may have about the recommendations.

Attachments

cc: Refugee Proponents
Jay Nelson, CDSS/RPB
DHS Staff
PIC Staff

TARGET POPULATION

Based on the most recent data for the past 12 months (June 1, 1999 through May 31, 2000) and 60 months (June 1, 1995 through May 31, 2000) gathered by the Central Intake Point (CIP), the following charts represent an estimate of the refugees who may be served in FFY 2000:

Chart I
Country of Origin - 12 months

Country of Origin	#	%
Former Soviet Union	181	73.28%
Bosnia/Eastern Europe	29	11.74%
China/Southeast Asia	18	7.29%
Africa	11	4.45%
Middle East	6	2.43%
Cuba/Central America	2	0. 81%
Total	247	100.00%

Chart II
SPL by Age and Aid Type - 12 months

SPL	RCA			TANF			OTHER			TOTAL
	16-21	22-49	50+	16-21	22-49	50+	16-21	22-49	50+	
0	2	8	9	0	6	0	0	0	0	25
1	0	0	5	0	1	0	0	0	1	7
2	0	5	8	0	5	1	0	1	1	21
3	2	6	4	0	6	1	1	7	4	31
4	2	1	1	0	10	1	2	9	3	29
5	1	3	1	0	15	1	1	18	4	44
6	1	2	2	0	14	0	4	19	3	45
7	3	3	0	0	2	0	1	26	4	39
No SPL	0	0	2	0	2	0	0	2	0	6
TOTAL	11	28	32	0	62	4	9	82	20	247

Charts III and IV provide the same information as Charts I and II respectively, but the time period is 60 months (June 1, 1995 through May 31, 2000).

Chart III
Country of Origin - 60 months

Country of Origin	#	%
Former Soviet Union	1,338	67.92%
Bosnia/Eastern Europe	272	13.81%
China/Southeast Asia	255	12.94%
Africa	20	1.02%
Middle East	42	2.13%
Cuba/Central America	43	2.18%
Total	1970	100.00%

Chart IV
SPL by Age and Aid Type - 60 months

SPL	RCA			TANF			OTHER			TOTAL
	16-21	22-49	50+	16-21	22-49	50+	16-21	22-49	50+	
0	39	167	221	4	137	16	0	4	5	593
1	14	49	74	0	27	2	1	4	2	173
2	17	83	100	3	29	4	2	6	8	252
3	23	89	54	0	31	4	1	20	11	233
4	17	44	33	0	49	2	5	18	12	180
5	12	46	11	0	59	2	4	28	18	180
6	20	36	12	1	59	2	5	41	12	188
7	13	13	3	0	17	1	3	33	7	90
No SPL	6	16	23	0	21	0	1	11	3	81
TOTAL	161	543	531	8	429	33	22	165	78	1,970

PRIVATE INDUSTRY COUNCIL STAFF REFUGEE FUNDING RECOMMENDATIONS

Proponent	Activity	Amount Requested	Initial FFY 1999 Funding	Current FFY 1999 Funding*	Initial FFY 2000 Recom. Funding	Recom. Svc.	Recom. Plc.	Place. Rate
International Rescue Committee	CIP	$133,512	$119,886	$133,512	$93,511	NA	NA	NA
Catholic Charities/REAP	ES	$336,000	$170,123	$170,123	$141,123	83	54	65%
	IR	$15,000	$22,500	$45,000	$19,500	13	10	77%
Refugee Transitions	A/SAS	$27,637	$23,712	$23,712	$19,500	NA	NA	NA
	ES	$42,428	$37,910	$37,910	$35,000	29	20	69%
African Imm. & Refugee Res. Center	ES	$64,140	$32,711	$32,711	$30,094	14	11	79%
International Institute of San Francisco	A/SAS	$64,694	$35,583	$59,779	$35,583	NA	NA	NA
Career Resources Development Center	VT	$114,400	$85,800	$85,800	$0	0	0	NA
Jewish Vocational Service	ES	$331,647	$212,453	$212,453	$195,335	98	64	65%
	VT-CAD	$70,989	$70,989	$70,989	$55,214	21	17	81%
	VT-CNA	$13,206	$13,206	$13,206	$0	NA	NA	NA
	VT-OTC	$88,469	$58,980	$88,469	$58,980	20	16	80%
Subtotal		$1,302,122	$883,853	$973,664	$683,840	278	192	69%
IR Set Aside			$80,657	$155,657	$65,000			
Transportation/Childcare			$30,000	$29,430	$23,074			
Total			$994,510	$1,158,751	$771,914			
PIC Administration			$175,502	$191,767	$136,220			
Grand Total			$1,170,012	$1,350,518	$908,134			

*Includes carry forward FFY 1998 funds.

CIP	Central Intake Point
A/SAS	Acculturation/Social Adjustment Services
ES	Employment Services
VT	Vocational Training
IR	Individual Referral/OJT

Attachment 2

7/18/00

REFUGEE PROGRAM PERFORMANCE SUMMARY
OCTOBER 1, 1999 TO JUNE 30, 2000

AGENCY/ ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN*	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
REAP-ES	32	70	46%	20	41	49%	6	41	15%	10	24	42%	3	6	50%	11	20	55%	$11.48
AIRRC-ES	10	13	77%	5	9	56%	1	6	17%	0	5	0%	0	1	0%	0	3	0%	$9.15
JVS-ES	43	53	81%	31	38	82%	17	19	89%	13	18	72%	8	7	114%	5	14	36%	$9.34
JVS-ES-OLDER	33	26	127%	11	12	92%	4	4	100%	4	5	80%	1	3	33%	3	4	75%	$9.54
RT-ES	17	25	68%	8	15	53%	3	11	27%	4	9	44%	2	9	22%	5	6	83%	$8.81
TOTAL (ES)	**135**	**187**	**72%**	**75**	**115**	**65%**	**31**	**81**	**38%**	**31**	**61**	**51%**	**14**	**26**	**54%**	**24**	**47**	**51%**	**$9.87**
REAP-IR/OJT	29	30	97%	6	12	50%	2	20	10%	1	0	∞	0	0	NA	2	12	17%	$15.50
TOTAL (IR/OJT)	**29**	**30**	**97%**	**6**	**12**	**50%**	**2**	**20**	**10%**	**1**	**0**	**∞**	**0**	**0**	**NA**	**2**	**12**	**17%**	**$15.50**

* 12 MONTH PLAN

SUBCONTRACTOR KEY:
REAP - Catholic Charities Refugee Employment Assistance Program
AIRRC - African Immigrant & Refugee Resource Center
JVS - Jewish Vocational Service
RT - Refugee Transitions

ACTIVITY KEY:
ES - Employment Services
ES - OLDER - Employment Services for refugees 50 years of age and older
IR/OJT - Individual Training/On-the-Job Training

TABLE 1 CONTINUED
REFUGEE PROGRAM PERFORMANCE SUMMARY
OCTOBER 1, 1999 TO JUNE 30, 2000

AGENCY/ ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN*	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
JVS-VT Cert Nurse Asst	3	5	60%	0	0	NA	0	2	0%	0	0	NA	0	0	NA	0	0	NA	NA
JVS-VT Computer Aid Draft	21	27	78%	14	7	200%	8	11	73%	3	0	∞	1	0	∞	1	0	∞	$14.89
JVS-VT Office Technology	25	30	83%	19	5	380%	7	12	58%	8	1	800%	3	1	300%	1	0	∞	$10.10
CRDC-VT Office/Med.	24	39	62%	3	16	19%	1	25	4%	0	14	0%	0	2	0%	1	14	7%	$8.50
TOTAL (VT)	**73**	**101**	**72%**	**36**	**28**	**129%**	**16**	**50**	**32%**	**11**	**15**	**73%**	**4**	**3**	**133%**	**3**	**14**	**21%**	**$11.83**
IISF-A/SAS	179	158	113%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
RT-A/SAS	38	75	51%	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
TOTAL (A/SAS)	**217**	**233**	**93%**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**

* 12 MONTH PLAN

SUBCONTRACTOR KEY:
JVS - Jewish Vocational Service
CRDC - Career Resources Development Center
IISF - International Institute of San Francisco
RT - Refugee Transitions

ACTIVITY KEY:
VT - Vocational Training
A/SAS - Acculturation/Social Adjustment Services

TABLE 2
REFUGEE PROGRAM ACTIVITY COMPARISON
OCTOBER 1, 1999 TO JUNE 30, 2000

ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN*	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
ES	135	187	72%	75	115	65%	31	81	38%	31	61	51%	14	26	54%	24	47	51%	$9.87
IR / OJT	29	30	97%	6	12	50%	2	20	10%	1	0	∞	0	0	NA	2	12	17%	$15.50
VT	73	101	72%	36	28	129%	16	50	32%	11	15	73%	4	3	133%	3	14	21%	$11.83
GRAND TOTAL ES, IR, OJT, VT	237	318	75%	117	155	75%	49	151	32%	43	76	57%	18	29	62%	29	73	40%	$10.76

* 12 MONTH PLAN

REFUGEE PROGRAM PERFORMANCE SUMMARY
OCTOBER 1, 1998 TO JUNE 30, 1999

AGENCY/ ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN*	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
REAP-ES	62	46	135%	28	19	147%	9	26	35%	15	14	107%	7	4	175%	12	15	80%	$7.33
REAP-ES-OLDER	9	46	20%	2	16	13%	0	26	0%	0	11	0%	0	3	0%	2	13	15%	$5.88
AIRRC-ES	19	13	146%	6	9	67%	3	6	50%	2	5	40%	0	1	0%	1	3	33%	$6.75
JVS-ES	58	53	109%	38	38	100%	21	19	111%	24	18	133%	12	7	171%	7	14	50%	$9.18
JVS-ES-OLDER	20	26	77%	6	12	50%	0	4	0%	4	5	80%	1	3	33%	3	4	75%	$7.13
RT-ES	17	27	63%	8	13	62%	1	10	10%	4	9	44%	1	3	33%	4	11	36%	$12.09
TOTAL (ES)	**185**	**211**	**88%**	**88**	**107**	**82%**	**34**	**91**	**37%**	**49**	**62**	**79%**	**21**	**21**	**100%**	**29**	**60**	**48%**	**$8.47**
REAP-IR/OJT	13	15	87%	0	6	0%	0	10	0%	0	0	NA	0	0	NA	0	6	0%	NA
TOTAL (IR/OJT)	**13**	**15**	**87%**	**0**	**6**	**0%**	**0**	**10**	**0%**	**0**	**0**	**NA**	**0**	**0**	NA	**0**	**6**	**0%**	**NA**

*Plan for 12 months

SUBCONTRACTOR KEY:
REAP - Catholic Charities Refugee Employment Assistance Program
AIRRC - African Immigrant & Refugee Resource Center
JVS - Jewish Vocational Service
RT - Refugee Transitions

ACTIVITY KEY:
ES - Employment Services
ES - OLDER - Employment Services for refugees 50 years of age and older
IR/OJT - Individual Training/On-the-Job Training

TABLE 3 CONTINUED
REFUGEE PROGRAM PERFORMANCE SUMMARY
OCTOBER 1, 1998 TO JUNE 30, 1999

AGENCY/ ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN*	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
JVS-VT Cert Nurse Asst	5	5	100%	2	0	∞	0	2	0%	0	0	NA	1	0	∞	0	0	NA	$8.50
JVS-VT Computer Aid Draft	27	27	100%	10	2	500%	6	12	50%	1	0	∞	0	1	0%	3	0	∞	$14.47
JVS-VT Office Technology	25	30	83%	10	3	333%	3	8	38%	2	1	200%	3	1	300%	1	0	∞	$12.45
CRDC-VT Office/Med.	30	52	58%	12	15	80%	4	25	16%	2	15	13%	2	2	100%	2	13	15%	$8.79
TOTAL (VT)	**87**	**114**	**76%**	**34**	**20**	**170%**	**13**	**47**	**28%**	**5**	**16**	**31%**	**6**	**4**	**150%**	**6**	**13**	**46%**	**$11.52**
IISF-A/SAS	196	114	172%	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
RT-A/SAS	61	77	79%	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
TOTAL (A/SAS)	**257**	**191**	**135%**	**0**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**

* Plan for 12 months

SUBCONTRACTOR KEY:
JVS - Jewish Vocational Service
CRDC - Career Resources Development Center
IISF - International Institute of San Francisco
RT - Refugee Transitions

ACTIVITY KEY:
VT - Vocational Training
A/SAS - Acculturation/Social Adjustment Services

REFUGEE PROGRAM PERFORMANCE SUMMARY
OCTOBER 1, 1998 TO DECEMBER 31, 1999

AGENCY/ ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
REAP-ES	73	61	120%	41	40	103%	13	26	50%	31	19	163%	14	5	280%	20	35	57%	$7.66
REAP-ES-OLDER	12	61	20%	4	30	13%	0	26	0%	3	16	19%	0	5	0%	4	25	16%	$6.38
AIRRC-ES	20	15	133%	8	12	67%	5	6	83%	5	10	50%	0	2	0%	1	10	10%	$7.25
JVS-ES	70	71	99%	49	53	92%	30	19	158%	41	23	178%	17	19	89%	11	34	32%	$9.24
JVS-ES-OLDER	27	35	77%	9	16	56%	1	4	25%	8	8	100%	1	5	20%	5	11	45%	$7.53
RT-ES	19	31	61%	9	21	43%	3	10	30%	6	15	40%	2	5	40%	6	16	38%	$11.81
TOTAL (ES)	**221**	**274**	**81%**	**120**	**172**	**70%**	**52**	**91**	**57%**	**94**	**91**	**103%**	**34**	**41**	**83%**	**47**	**131**	**36%**	$8.54
REAP-IR/OJT	17	15	113%	16	12	133%	8	10	80%	13	7	186%	1	0	∞	4	12	33%	$16.81
TOTAL (IR/OJT)	**17**	**15**	**113%**	**16**	**12**	**133%**	**8**	**10**	**80%**	**13**	**7**	**186%**	**1**	**0**	∞	4	12	33%	**$16.81**

SUBCONTRACTOR KEY:
REAP - Catholic Charities Refugee Employment Assistance Program
AIRRC - African Immigrant & Refugee Resource Center
JVS - Jewish Vocational Service
RT - Refugee Transitions

ACTIVITY KEY:
ES - Employment Services
ES - OLDER - Employment Services for refugees 50 years of age and older
IR/OJT - Individual Training/On-the-Job Training

TABLE 4 CONTINUED
REFUGEE PROGRAM PERFORMANCE SUMMARY
OCTOBER 1, 1998 TO DECEMBER 31, 1999

AGENCY/ ACTIVITY	TOTAL SERVED			EMPLOYMENT ENTRY			EMP.ENTRY WITH HEALTH BENEFIT			90 DAY EMP. RETENTION			CASH REDUCTION			CASH TERMINATION			HOURLY WAGE
	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	ACT	PLAN	%	
JVS-VT Cert Nurse Asst	5	5	100%	4	4	100%	2	2	100%	3	3	100%	1	1	100%	0	3	0%	$9.56
JVS-VT Computer Aid Draft	27	27	100%	18	21	86%	9	12	75%	14	14	100%	0	6	0%	9	14	64%	$14.48
JVS-VT Office Technology	25	30	83%	18	24	75%	9	8	113%	13	16	81%	5	8	63%	2	16	13%	$11.31
CRDC-VT Office/Med.	38	52	73%	19	47	40%	8	25	32%	14	20	70%	3	5	60%	4	42	10%	$9.08
TOTAL (VT)	**95**	**114**	**83%**	**59**	**96**	**61%**	**28**	**47**	**60%**	**44**	**53**	**83%**	**9**	**20**	**45%**	**15**	**75**	**20%**	**$11.44**
IISF-A/SAS	247	147	168%	0	5	0%	0	3	0%	0	NA	NA	0	3	0%	0	2	0%	NA
RT-A/SAS	83	100	83%	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
TOTAL (A/SAS)	**330**	**247**	**134%**	**0**	**5**	**0%**	**0**	**3**	**0%**	**0**	**NA**	**NA**	**0**	**3**	**0%**	**0**	**2**	**0%**	**NA**

SUBCONTRACTOR KEY:
JVS - Jewish Vocational Service
CRDC - Career Resources Development Center
IISF - International Institute of San Francisco
RT - Refugee Transitions

ACTIVITY KEY:
VT - Vocational Training
A/SAS - Acculturation/Social Adjustment Services

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DRAFT MINUTES OF THE JULY 26TH, 2000 MEETING OF THE REFUGEE COMMITTEE

PRESENT:
Jack Fitzpatrick, Hyacinth Ahuruonye, Margi Dunlap, Patricia Erwin, Carmela Gold, Dolores Heaven, Ann Lazarus

ABSENT:
Linda Davis, Don Climent, Mary Edington, Louella Lee, Robert Rubin.

The meeting was called to order by Jack Fitzpatrick, Chairman at 2:10 p.m.

Mr. Fitzpatrick introduced Jackie Minor, from the City Attorney's Office who reviewed the revisions to the City's Sunshine Ordinance. She distributed a handout to the members of the Committee and the audience. She also gave a video on the Sunshine Ordinance to the PIC to share with those who were not able to attend her presentation.

A quorum was established.

Motion to adopt the agenda.

Moved by Patricia Erwin and seconded by Hyacinth Ahuruonye.

Ayes: Hyacinth Ahuruonye, Margi Dunlap Patricia Erwin, Carmela Gold, Dolores Heaven, Ann Lazarus
Nays: None.
Abstentions: None.

Motion passed.

Motion to approve the minutes of the April 24, 2000 meeting.

Moved by Hyacinth Ahuruonye and seconded by Ann Lazarus.

Ayes: Hyacinth Ahuruonye, Margi Dunlap Patricia Erwin, Carmela Gold, Dolores Heaven, Ann Lazarus
Nays: None.
Abstentions: None.

Motion passed.

Karen Hart, PIC Refugee Program Coordinator updated the Committee regarding the State Refugee Conference August 28th – 30th to be held at the San Francisco Airport Marriott Hotel, and the Women's Leadership Conference in September in Atlanta, Georgia. Funds have been extended to California to send ten women from California. The State decided to have the impacted counties nominate and send one person each. In San Francisco, there are three nominees at this time.

Other informational items included a new PIC refugee reporting format, and no word yet on TA Discretionary funds that may be awarded to San Francisco.

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Motion to accept PIC staff funding recommendations and County Plan goals for older refugee service programs.

Moved by Ann Lazarus and seconded by Hyacinth Ahuruonye.

Ayes:	Hyacinth Ahuruonye, Patricia Erwin, Carmela Gold, Dolores Heaven, Ann Lazarus
Nays:	None.
Abstentions:	Margi Dunlap.

Motion passed.

Motion to accept PIC staff funding recommendations and County Plan goals for Refugee Employment Social Services (RESS) set aside funds.

Moved by Ann Lazarus and seconded by Hyacinth Ahuruonye.

Ayes:	Hyacinth Ahuruonye, Patricia Erwin, Carmela Gold, Dolores Heaven, Ann Lazarus.
Nays:	None.
Abstentions:	Margi Dunlap.

Motion passed.

Irene Ye from spoke on behalf of Career Resources Development Center (CRDC), Elizabeth Toups, from Jewish Vocational Service (JVS), Miguel Garcia-Vidal from Catholic Charities-REAP.

Motion to accept PIC staff funding recommendations and County Plan goals for Refugee Employment Social Services (RESS) and Targeted Assistance (TA) formula funds.

Moved by Hyacinth Ahuruonye and seconded by Carmela Gold.

Ayes:	Hyacinth Ahuruonye, Patricia Erwin, Carmela Gold, Dolores Heaven, Ann Lazarus.
Nays:	None.
Abstentions:	Margi Dunlap.

Motion passed.

Karen Hart requested feedback from the Committee on what they would like the PIC staff to do with the unspent carry forward funds from this current year. The actual amount of carry forward funds can only be determined once the subcontractors submit the final invoices.

It was requested that the PIC staff bring back possible options for the use of the carry forward funds.

A tentative meeting was set for Wednesday, September 27th at 3:30 p.m. to consider PIC staff recommendations for use of possible TA Discretionary funds.

Pamela Calloway, PIC President, reviewed several items:

* High tech training grant that involves Goodwill Industries and Bay Area Video Coalition.
* Update on the transition from the Job Training Partnership Act to the Workforce Investment Act.
* Update on the current status of WIA in San Francisco.

* Update on the One-Stop Centers in San Francisco and the Access Points.
* Update on the Say YES 2000 Campaign to raise funds for summer jobs for youth in San Francisco.
* Collaboration on a grant to provide services for disabled.

The meeting was adjourned at 3:30 p.m.

9.20

5/00

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MEMORANDUM

TO: REFUGEE SERVICE PROVIDERS
REFUGEE COMMITTEE MEMBERS
OTHER INTERESTED PARTIES

DATE: AUGUST 25, 2000

FROM: KAREN HART, REFUGEE PROGRAM COORDINATOR

SUBJECT: AUGUST 31st MEETING WITH OFFICE OF REFUGEE RESETTLEMENT STAFF

You are cordially invited and encouraged to attend a meeting with Gayle Smith, Director of the Division of Refugee Self-Sufficiency and Kathy Do, Team Member of the federal Office of Refugee Resettlement (ORR). They would like to meet San Francisco's Refugee Service Providers and discuss issues of importance to our local refugee communities and to ORR. Please attend if you can. The meeting will be:

Thursday, August 31, 2000
2:00 – 4:00 p.m.
1650 Mission Street
2nd floor, Rooms 4 & 5

If you have any questions, feel free to call me. Hope to see you there.

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cc: Jay Nelson, CDSS/RPB
PIC Staff

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NOTICE OF A PUBLIC MEETING
OF THE REFUGEE COMMITTEE

DATE:	Wednesday, September 27, 2000
TIME:	3:30 - 4:30 p.m.
LOCATION:	City College of S.F. 33 Gough Street Auditorium

PROPOSED AGENDA

Public testimony will be taken throughout the meeting

1. Adoption of an Agenda (Action Item)
2. Adoption of Minutes for the Committee's July 26, 2000 meeting (Enclosed) (Action Item)
3. Revised Staff Recommendations for FFY 2000 Refugee Employment Social Services (RESS) and Targeted Assistance (TA) formula funds (Enclosed) (Action Item)
4. Update on TA Discretionary Grant funds (Enclosed) (Action Item)
5. Update on State-Sponsored Technical Assistance to Subcontractors (Discussion Item)
6. Adjournment (Action Item)

Issued Wednesday, September 20, 2000

Copies of meeting materials may be obtained from and/or viewed at the PIC office at the address below. For information contact Mary Fernandez at 415-431-8700 or mfernandez@picsf.org.

If you require special accommodation due to a disability, contact Roberta Fazande at least 72 hours in advance at 415-431-8700,TDD 800-735-2929 (CRS) or rfazande@picsf.org.

See reverse side for information on your rights under San Francisco's Sunshine Ordinance.

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Donna Hall, Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724
Fax: 415-554-5163
E-mail: donna_hall@ci.sf.ca.us

Copies of the Sunshine Ordinance can be obtained at the San Francisco Public Library online at the City's Web site at *www.ci.sf.ca.us/infoctr/sunshine/index.htm*

OTHER ACCOMMODATIONS

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE:** SEPTEMBER 5, 2000

FROM: KAREN HART, REFUGEE PROGRAM COORDINATOR

SUBJECT: STATE AUGMENTATION TO REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) FUNDING

Attached is information from the State Refugee Programs Branch (RPB) concerning a surplus of the State's Federal Fiscal Year (FFY) 1999 RESS administration allowance. The State RPB is passing this surplus on to counties which are eligible for RESS funds. The chart below includes the additional funds.

Preliminary	TOTAL	PROGRAM	ADMIN.
RESS	$193,354	$164,351	$29,003
RESS Set Aside	$25,170	$21,394	$3,776
TA	$714,780	$607,563	$107,217
TOTAL	$933,304	$793,308	$139,996
Final	**TOTAL**	**PROGRAM**	**ADMIN.**
RESS	$188,398	$160,138	$28,260
RESS AUGMENTATION	$11,280	$9,588	$1,692
RESS Set Aside	$23,678	$20,126	$3,552
TA	$712,701	$605,796	$106,905
TOTAL	$936,057	$795,648	$140,409

PIC Staff will present revised funding recommendations based on the latest allocation figures at your September 27th Committee meeting scheduled at 3:30 p.m. at City College of San Francisco, 33 Gough Street.

Feel free to call me if you have any questions or concerns.

Attachment

cc: Refugee Subcontractors
Teresa Joseph, DHS
Jay Nelson, CDSS/RPB
PIC Staff

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STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
GRAY DAVIS, *Governor*
DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

August 16, 2000

REFUGEE COORDINATOR LETTER (RCL) NO. 00-25

To: County Refugee Coordinators

This letter transmits augmentations to counties' Federal Fiscal Year (FFY) 1999 Refugee Employment Social Services (RESS) Program allocations. As discussed at the recent County Refugee Coordinators Meeting, the source of these additional funds is a surplus in the state administration allowance. All counties eligible for FFY 1999 RESS funds, with the exception of Contra Costa, which phased-out of the program on December 31, 1999, and Merced, which is slated for program phase-out by September 30, 2000, have received an augmentation. Funds have been allocated according to the standard methodology. Data used in the formula was obtained from the most recent Medi-Cal Eligibility Determination System (MEDS) File Report (RCA/CalWORKs Group Totals < 60 Months), dated July 28, 2000. The enclosed spreadsheets show the allocation augmentation amounts (Enclosure A) and total FFY 1999 standard RESS allocation amounts (Enclosure B), including all special allocation augmentations. (Note: Enclosure B does not include FFY 1999 RESS Set-Aside allocations which remain the same as originally allocated.)

These funds, which may be used to provide services through June 30, 2001, must be fully expended by September 30, 2001. If any county knows in advance that it will be unable to expend these funds by that date, they are asked to notify Brad Elftmann of the Refugee Technical Services Bureau at (916) 654-7250 so that the funds may be re-allocated for use by other counties. Counties are authorized to begin expending these funds immediately; however, as a condition of receipt, they will be required to submit revised goal plans which reflect these funds for inclusion in their County Refugee Services Plans.

If you have questions regarding the allocation augmentations, please contact Phyllis Iwasaki, Manager of the Refugee Technical Services Bureau, at (916) 654-2387 or Mr. Elftmann of her staff at the above-referenced telephone number. Questions regarding County Refugee Services Plans should be directed to the appropriate Operations and Performance Bureau Analyst.

Sincerely,

Robert A. Barton, Chief
Refugee Programs Branch

Enclosures

FINAL ALLOCATIONS TO COUNTIES OF SURPLUS FEDERAL FISCAL YEAR 1999 STATE ADMINISTRATION FUNDS

$ 400,000

County	*Adult refugees receiving RCA/CalWORKs who have been in the U.S. less than 60 months [1]*		*County Allocations*	*County Administrative Cost Allowance (at 15% Maximum)*	*Funds for Services*
	Number	*Percent of Total*			
Alameda	441	5.10%	$ 20,400	$ 3,060	$ 17,340
Fresno	255	2.95%	$ 11,800	$ 1,770	$ 10,030
Los Angeles	2,408	27.84%	$ 111,360	$ 16,704	$ 94,656
Orange	959	11.09%	$ 44,360	$ 6,654	$ 37,706
Sacramento	2,574	29.76%	$ 119,040	$ 17,856	$ 101,184
San Diego	810	9.36%	$ 37,440	$ 5,616	$ 31,824
San Francisco	244	2.82%	$ 11,280	$ 1,692	$ 9,588
San Joaquin	59	0.68%	$ 2,720	$ 408	$ 2,312
Santa Clara	668	7.72%	$ 30,880	$ 4,632	$ 26,248
Yolo	232	2.68%	$ 10,720	$ 1,608	$ 9,112
Totals	**8,650**	**100.00%**	**$ 400,000**	**$ 60,000**	**$ 340,000**

Notes:

[1] Data obtained from Medi-Cal Eligibility Determination System (MEDS) File CalWORKs/RCA-ECA Group Totals < 60 Months Report, dated July 28, 2000.

Service Period ends June 30, 2001.

Enclosure A

R E V I S E D
FINAL REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) ALLOCATIONS
FEDERAL FISCAL YEAR 1999

(1) *County*	(2) *Allocation Number*	(3) *Standard RESS Allocations*	(4) *Allocation Augmentations*	(5) *County Special Allocations*	(6) *Total County Standard RESS Allocations*	(7) *County Administrative Cost Allowance on Standard RESS Allocation*	(8) *County Standard RESS Service Dollars*
		Based on Formula		*See Footnotes*		*@ 15% Maximum*	
Alameda	RESS9901	$ 557,718	$ 20,400	$ -	$ 578,118	$ 86,718	$ 491,400
Contra Costa	RESS9900	$ -	$ -	$ 28,000	$ 28,000	$ 4,200	$ 23,800
Fresno	RESS9902	$ 391,581	$ 11,800	$ 2,000	$ 405,381	$ 60,807	$ 344,574
Los Angeles	RESS9903	$ 2,040,680	$ 111,360	$ -	$ 2,152,040	$ 322,806	$ 1,829,234
Merced	RESS9904	$ 22,485	$ -	$ -	$ 22,485	$ 3,373	$ 19,112
Orange	RESS9905	$ 1,446,828	$ 44,360	$ -	$ 1,491,188	$ 223,678	$ 1,267,510
Sacramento	RESS9906	$ 2,606,450	$ 119,040	$ -	$ 2,725,490	$ 408,824	$ 2,316,666
San Diego	RESS9907	$ 1,015,971	$ 37,440	$ 2,000	$ 1,055,411	$ 158,312	$ 897,099
San Francisco	RESS9908	$ 410,041	$ 11,280	$ -	$ 421,321	$ 63,198	$ 358,123
San Joaquin	RESS9909	$ 117,141	$ 2,720	$ -	$ 119,861	$ 17,979	$ 101,882
Santa Clara	RESS9910	$ 963,734	$ 30,880	$ 250,000	$ 1,244,614	$ 186,692	$ 1,057,922
Yolo	RESS9911	$ 246,358	$ 10,720	$ -	$ 257,078	$ 38,562	$ 218,516
Total		**$ 9,818,987**	**$ 400,000**	**$ 282,000**	**$ 10,500,987**	**$ 1,575,149**	**$ 8,925,838**

Notes:

-- Contra Costa County requested a limited allocation to fund services during program phase which was completed on 12/31/99. The allocation for Merced will be the county's final allocation; it will complete program phase by 9/30/00.

-- Fresno and San Diego requested special one-time-only augmentations in the amount of $2,000 for the purpose of coordinating activities to commemorate May 2000 as Refugee Awareness Month. The state administration allowance has been reduced to fund this one-time augmentation.

-- Santa Clara County received a $250,000 augmentation of its allocation for the purpose of establishing the Refugee Women's Resource Center. The state administration allowance has been reduced to fund this one-time augmentation.

Enclosure B

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MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE:** SEPTEMBER 20, 2000

FROM: PAMELA S. CALLOWAY, PRESIDENT

SUBJECT: REVISED STAFF FUNDING RECOMMENDATIONS FOR FEDERAL FISCAL YEAR (FFY) 2000

The Refugee Committee is asked to approve a revised expenditure plan for Federal Fiscal Year (FFY) 2000 Refugee Employment Social Services (RESS) and Targeted Assistance (TA) formula funds.

Background

At your July 26, 2000 Committee meeting, preliminary TA and RESS formula allocations were discussed and an expenditure plan was approved. Subsequent to that meeting, we received:

- Final funding allocations from the Office of Refugee Resettlement (ORR) which were $7,035 less than the preliminary allocation figures for the regular TA and RESS formula funds, and
- A State Refugee Programs Branch (RPB) augmentation to the RESS formula funding which amounted to an additional $11,280.

The net surplus from the two subsequent actions amounts to $4,245: $3,608 for services and $637 for PIC administration.

Recommendations

PIC Staff recommends the $3,608 for services be added to the supportive services pool for transportation and childcare for the refugees. As previously mentioned during your July 26th meeting, the initial staff recommendations for this pool were conservatively low. A revised funding recommendations spreadsheet is attached.

Staff will be available at your September 27th meeting to answer any questions you may have about the recommendations.

Attachment

cc: Refugee Subcontractors
Teresa Joseph, DHS
Jay Nelson, CDSS/RPB
PIC Staff

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PRIVATE INDUSTRY COUNCIL STAFF FFY 2000 REVISED FUNDING RECOMMENDATIONS

Proponent	Activity	Initial FFY 2000 Recom. Funding	Additional Funds Recomm	Revised Recomm.	TA	RESS	Recom. Svc.	Recom. Plc.	Place. Rate
International Rescue Committee	CIP	$93,511		$93,511	$73,743	$19,768	NA	NA	NA
Catholic Charities/REAP	ES	$141,123		$141,123	$141,123	$0	83	54	65%
	IR	$19,500		$19,500	$0	$19,500	13	10	77%
Refugee Transitions	A/SAS	$19,500		$19,500	$0	$19,500	NA	NA	NA
	ES	$35,000		$35,000	$35,000	$0	29	20	69%
African Imm. & Refugee Res. Center	ES	$30,094		$30,094	$30,094	$0	14	11	79%
International Institute of San Francisco	A/SAS	$35,583		$35,583	$0	$35,583	NA	NA	NA
Career Resources Development Center	VT	$0		$0	$0	$0	0	0	NA
Jewish Vocational Service	ES	$195,335		$195,335	$195,335	$0	98	64	65%
	VT-CAD	$55,214		$55,214	$55,214	$0	21	17	81%
	VT-CNA	$0		$0	$0	$0	NA	NA	NA
	VT-OTC	$58,980		$58,980	$58,980	$0	20	16	80%
Subtotal		$683,840		$683,840	$589,489	$94,351	278	192	69%
IR Set Aside		$65,000		$65,000	$0	$65,000			
Transportation/Childcare		$23,074	$3,608	$26,682	$16,307	$10,375			
Total		$771,914		$775,522	$605,796	$169,726			
PIC Administration		$136,220	$637	$136,857	$106,905	$29,952			
Grand Total		$908,134	$4,245	$912,379	$712,701	$199,678			

CIP = Central Intake Point
A/SAS = Acculturation/Social Adjustment Services
ES = Employment Services
VT = Vocational Training
IR/OJT = Individual Referral/OJT

9/20/00

PRIVATE INDUSTRY COUNCIL
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MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE:** SEPTEMBER 20, 2000

FROM: PAMELA S. CALLOWAY, PRESIDENT *for PSC*

SUBJECT: UPDATE ON TARGETED ASSISTANCE DISCRETIONARY GRANT FUNDS

On September 18, 2000, PIC Staff received word, through a telephone call from the State Refugee Programs Branch (RPB), that the Office of Refugee Resettlement (ORR) has selected proposals for Federal Fiscal Year (FFY) 2000 Targeted Assistance (TA) discretionary grant funds. We were also informed that the proposal submitted by Jewish Vocational Service (JVS), one of four proposals submitted from San Francisco, was selected. Apparently, only six proposals from California were selected.

A copy of the JVS proposal *Project Summary* is attached. If we receive written notification of the award prior to your September 27th meeting, the Committee will be asked to approve and accept the funds.

Staff will be available at your September 27th meeting to answer any questions you may have about this item.

Attachment

cc: Refugee Subcontractors
Teresa Joseph, DHS
Jay Nelson, CDSS/RPB
PIC Staff

1650 Mission Street, Suite 300 • San Francisco, CA 94103-2490
415.431.8700 • Fax 415.431-8702 • TDD 800.735.2929 (CRS)
www.picsf.org • e-mail: 411@picsf.org

PROJECT SUMMARY/ABSTRACT

The Licensed Vocational Nurse (LVN) Training Program is a unique and innovative partnership designed to provide entry and career advancement in the health care profession for refugee nurses. Building on the highly successful health care professional training programs at JVS, which have evolved over the last nine years in response to changes in the health care system, the LVN program has two primary goals:

1. To train refugee nurses for licensure and employment as Licensed Vocational Nurses.

2. To prepare refugee nurses for lifelong learning and career advancement in the health care industry.

Jewish Vocational Service (JVS) and City College of San Francisco (CCSF) will provide a customized LVN training program for nurses trained in their country of origin to meet the current demand for LVNs for direct patient care in both acute and non-acute care settings. This program will not only meet the community need for trained, bilingual, bicultural health care professionals, but will also meet the employment needs of refugee nurses by providing them with training for a new, marketable career that will lead to long-term economic self-sufficiency and career advancement.

This program will also integrate career exploration into both the classroom and work-based components of the program to expose participants to the broad array of careers in health care, as well as to American concepts of career mobility and lifelong learning.

The LVN program is a unique partnership between JVS as a community-based organization and City College of San Francisco. The LVN program has a classroom component that teaches both theoretical knowledge of nursing practices, as well as laboratory practice and observation. The workplace component, held at Davies Medical Center and Kaiser Permanente, pairs students with nurse preceptors for practical knowledge and mentoring. Connecting activities at JVS include career counseling, job placement and access to a Career Advisory Network, composed of professionals from diverse aspects of the health care field.

The LVN program will enroll 20 refugee participants and place 95% of those who complete the training and pass the licensure exam. The program will provide 280 hours of customized training in nursing theory and clinical practice, acculturation to American practice and technology, opportunities for new health care career exploration, and job development and placement services. The program will target refugee nurses who are stuck in low-wage jobs and/or dependent on public assistance because of language and other barriers to employment, providing them with the opportunity to advance in their careers and achieve self-sufficiency.

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PRIVATE INDUSTRY COUNCIL
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MEMORANDUM

TO: REFUGEE COMMITTEE MEMBERS **DATE:** OCTOBER 13, 2000

FROM: KAREN HART, REFUGEE PROGRAM COORDINATOR

SUBJECT: BOARD OF SUPERVISORS' COMMITTEE MEETING

The agenda for the October 17th meeting of the Board of Supervisors' Housing and Social Policy Committee includes three PIC refugee resolutions. The resolutions ask the Board of Supervisors to approve the Refugee County Plan, and authorize the PIC to accept and expend the Refugee Employment Social Services (RESS) and Targeted assistance (TA) formula funds, the RESS Set Aside funds, and the Discretionary funds for services to older refugees. The meeting at City Hall, Room 263, starts at 10:00 a.m. Our resolutions are the first three on the agenda.

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cc: Refugee Subcontractors
Jay Nelson, CDSS/RPB
PIC Staff

1650 Mission Street, Suite 300 • San Francisco, CA 94103-2490
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